



**COUNTY OF LOS ANGELES  
COMMUNITY AND SENIOR SERVICES  
REQUEST FOR PROPOSALS (RFP)  
DIETARY ADMINISTRATIVE SUPPORT SERVICES**

**AAA-DASS-1620 RFP**

**MARCH 2016**

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### APPENDICES:

- A Statement of Work:** Explains in detail the required Services that County is seeking in its solicitation, and it represents the Services to be performed by Contractor upon Contract award.
- B Statement of Work Exhibits:** Included with the Statement of Work as an addition/supplement to the Statement of Work and it forms a part of the Statement of Work.
- C Sample Contract:** Identifies the terms and conditions in the Contract.
- D Required Forms:** Forms that must be completed and included in the proposal.
- E Request for Proposals (RFP) Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County Policy.
- G Jury Service Ordinance:** County Code.
- H Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with County for a specific length of time.
- I Internal Revenue Service Notice 1015:** Provides information on Federal Earned Income Credit.
- J Safely Surrendered Baby Law:** County Program.
- K Intentionally Omitted**
- L Determinations of Contractor Non-Responsibility and Contractor Debarment:** County Code.
- M Intentionally Omitted**
- N Background and Resources - California Charities Regulation:** An information sheet intended to assist nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- O Defaulted Property Tax Reduction Program:** County Code.
- P Cost Allocation and Indirect Cost Requirements:** CSS directive.

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- Q Service Delivery Date:** Statistical information that reflects County's estimated need for Program Services.
- R Instructions:** Instructions, guidelines and requirements for developing the Proposed Program Services and Budget documents.

## **1.0 INTRODUCTION**

### **1.2 County of Los Angeles Community and Senior Services**

1.2.1 County of Los Angeles Community and Senior Services (“County” or “CSS”) is committed to providing services which have positive impacts on the lives of the citizens of Los Angeles County. CSS investigates claims of the abuse of senior and disabled populations and provides emergency shelter beds to these victims of abuse and neglect through CSS’ Adult Protective Services Program. CSS provides employment services to adults and youth and works with employers in times of hiring and downsizing through CSS’ Workforce Innovations and Opportunity Act Programs. CSS offers mediation services to avoid court filings through CSS’ Dispute Resolution Program. CSS provides supportive services for a wide range of issues and activities for people of American Indian ancestry through CSS’ Community Services American Indian Block Grant Program. CSS seeks to improve human relations by developing and strengthening delivery systems of technical assistance and resources Countywide through CSS’ Human Relations Commission. And CSS provides nutrition, supportive and other life-enhancing services to seniors/older individuals through CSS’ Area Agency on Aging Programs.

### **1.3 County of Los Angeles Area Agency on Aging**

#### **1.3.1**

The Older Americans Act of 1965 (“OAA”) authorizes the State of California through its Department of Aging, California Department of Aging (“CDA” or “State”), to divide the State into distinct planning and service areas in order to engage in the planning and provision of a broad range of supportive services, nutrition services, adult protective services and long-term care services within such planning and service areas. As such, the geographic boundaries of Los Angeles County (excluding the City of Los Angeles) have been designated by the State as Planning and Service Area 19 (“PSA 19”). The OAA also authorizes the State to designate local area agencies on aging to help carry out the objectives of the OAA within each PSA. As such, in 1975, CDA established County of Los Angeles through its department of Community and Senior Services (“County” or “CSS”) as an Area Agency on Aging (“AAA”) for



PSA 19. CSS carries out its mission to provide services through our AAA Programs to serve residents throughout the entire geographical boundaries of Los Angeles County (excluding the City of Los Angeles) by identifying the unmet needs of older adults and functionally-impaired adults in PSA 19 as well as planning, coordinating and implementing programs that promote the health, dignity and well-being of this population. The mission of County of Los Angeles AAA is to stimulate progress towards the creation of a home and community-based long-term care system that maximizes consumer independence and dignity and is responsive and accessible to Los Angeles County's diverse population of older adults and functionally-impaired adults, as well as their families.

#### **1.4 Key Objectives for this Request for Proposals**

1.4.1 As part of the AAA Programs, County uses funds designated for its Dietary Administrative Support Services Program ("DASS") to provide centralized dietary services, oversight at food production locations, and promotion of nutrition education and obesity activities to older individuals residing in Los Angeles County (excluding the City of Los Angeles). County seeks to partner with qualified organizations to provide these DASS Services throughout the entire geographical boundaries of Los Angeles County, excluding the City of Los Angeles. As such, County's primary objective in issuing this RFP is to solicit responses ("proposals") from qualified organizations that can provide these DASS Services in accordance with all applicable Federal, State, and local laws, regulations and guidance.

##### **1.4.2 Proposer's Capacity**

1.4.2.1 County is seeking responses from qualified Proposers who can demonstrate their ability to provide DASS Program Services to Clients throughout the entire geographical boundaries of the County (excluding the City of Los Angeles), beginning July 1, 2016 and ending June 30, 2020.

##### **1.4.3 Subcontracting Efforts**

1.4.3.1 In order to ensure continuity in Service delivery and provide DASS Services throughout County, Proposer may subcontract with other business partners, agencies, consortiums, etc. (see Appendix

C (Sample Contract), Subparagraph 8.40 (Subcontracting)).

- 1.4.3.2 Information about Proposer's subcontracting efforts shall be reflected in Appendix D (Required Forms), Exhibit 30 (Proposed List of Subcontracts).

#### 1.4.4 Contract Award

- 1.4.4.1 The Contract term is anticipated to be four (4) years, commencing on July 1, 2016 and continuing through June 30, 2020.
- 1.4.4.2 County anticipates awarding a Contract to one (1) successful Proposer for the agreed-upon Program Services which shall be provided throughout the geographical boundaries of Los Angeles County (excluding the City of Los Angeles).

### 1.5 Definition of Key Terms

- 1.5.1 Key terms that are used throughout this document (including its Appendices) have been defined in Appendix C (Sample Contract), Exhibit P (Definitions).

### 1.6 Overview of Dietary Administrative Support Services Program (DASS) Services

- 1.6.1 DASS Services ("Services") are defined in Appendix A (Statement of Work).

#### 1.6.2 Summary of Program Statutes and Guidelines

- 1.6.2.1 Proposer's proposal and any Contract award which may result from this solicitation will be required to adhere to all of the following Program statutes and guidelines: Older Americans Act (42 USC 3001-3058); Code of Federal Regulations (45 CFR 1321.1 – 1321.83); Older Californians Act (WIC 955, Division 8.5); California Code of Regulations (22 CCR 7000 et seq.); current and future releases of CDA Program Memoranda; and, CSS Program memoranda/directives.

#### 1.6.3 Title III C-1/C-2 Elderly Nutrition Program (ENP) Annual Review

- 1.6.3.1 This Service shall require the Lead Registered Dietician (RD) to provide annual on-site monitoring oversight of County Area Agency on Aging (AAA) ENP Service Contractors. . This shall include evaluating customer service and ensuring the ENP Contractor is in compliance with the Hazard Analysis Critical Control Point (“HACCP”) (see Appendix C (Sample Contract), Exhibit P Definitions) safety and sanitation standards outlined in the AAA Food Service Standard Operating Procedures Manual (see Appendix C (Sample Contract), Exhibit P Definitions), as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.2.

**1.6.4 Title III C-1/C-2 Area Plan Review**

- 1.6.4.1 This Service shall require the Lead RD to assist in the development of the AAA Area Plan as related to nutrition Services; participate and assist in developing and evaluating AAA ENP Statement of Work concerning nutrition services; develop yearly written ENP training curriculum; conduct annual review of ENP Contractors’ training documentation develop nutrition education curriculum; ensure that nutrition screening scores are accurately collected from all ENP Clients; provide recipe and menu development; and conduct product research, as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.3.

**1.6.5 Congregate Meals Program (Title III C-1) Nutrition Education Group Sessions**

- 1.6.5.1 This Service shall provide Nutrition Education Sessions to a group of three (3) or more Clients (where “Clients” are defined in Appendix A (Statement of Work), Subsection 10.1.1 (Client Eligibility) at ENP congregate meal sites (see Appendix C (Sample Contract), Exhibit P Definitions) that include instructional tools/materials such as audio-visual presentations, lectures, newsletters, posters, displays, etc. as referenced in

Appendix A (Statement of Work), Section 10.0  
Specific Work Requirements, Subsection 10.2.5.

**1.6.6 Home-Delivered Meal Program (Title III C-2) Nutrition Education**

1.6.6.1 This Service shall printed Nutrition Education materials (i.e., flyers, newsletters, or brochures) approved by the AAA Registered Dietician (RD), Nutritionist, or Program Analyst to Home Delivered Meal Program Clients as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.6.

**1.6.7 Title III C-1/C-2 Nutrition Counseling**

1.6.7.1 This Service shall provide individualized advice and guidance to Clients who are at nutritional risk because of their health or nutritional risk because of their health or nutritional history, dietary intake, medication use, or chronic illness. Counseling shall include a discussion with the Client about options and methods for improving their nutritional status, and shall be performed by an RD as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection n 10.2.7.

**1.6.8 Title III C-1 Congregate Meal Site Monitoring**

1.6.8.1 This Service shall include monitoring all ENP Congregate Meal Sites, and conducting evaluations of all aspects of the Congregate Meal Sites. This shall include evaluating customer service and ensuring the ENP Contractor is in compliance with the HACCP safety and sanitation standards outlined in the AAA Food Service Standard Operation Procedures Manual and the requirements of the California Retail Food Code as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.8.

**1.6.9 Title III C-2 Home-Delivered Meal Route Monitoring**

- 1.6.9.1 This Service shall consist of monitoring all Home-Delivered Meal Routes for every ENP Contractor providing Home-Delivered Meals and conducting evaluations of all aspects of the meal delivery service, including meal packaging, vehicle and equipment use for transportation, customer service during delivery, and food quality/time/temperature evaluations to ensure that HACCP safety and sanitation standards outlined in the AAA Food Service Standard Operating Procedures Manual are met, and that Contractor is in compliance with the requirements of the California Retail Food Code as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.9.

**1.6.10 Caterer and Central Kitchen Monitoring**

- 1.6.10.1 This Service shall include monitoring and evaluating the ENP Contractor's caterer's kitchen (see Appendix C (Sample Contract), Exhibit P Definitions) to ensure that HACCP safety and sanitation standards outlined in the AAA Food Service Standard Operation Procedures Manual are met and Contractor is in compliance with the requirements of the California Retail Code as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.10.

**1.6.11 In-Service Training**

This service shall include planning, developing, and providing Quarterly and Monthly In-Service Training:

**1.6.11.1 Quarterly In-Service Training**

- 1.6.11.1.1 Development and provision of mandatory In-Service Training on a quarterly basis to ENP food service staff, including volunteers, as referenced in Appendix A (Statement of Work), Section

10.0 Specific Work Requirements,  
Subsection 10.2.11.1.

**1.6.11.2 Monthly In-Service Training**

1.6.11.2.1 This Service shall include the development and provision of mandatory In-Service Training on a monthly basis to ENP food service staff, including volunteers, as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.12.

**1.6.12 Workshops**

1.6.12.1 This Service shall entail holding workshops and developing presentation materials on topics such as HACCP, government regulations, emergency preparedness, outcome measures, quality assurance, customer satisfaction, policies and procedures, and other food service management topics presented to ENP Contractors' Directors, Food Service Managers, RDs, caterers, and other staff and volunteers by Contractor's RDs, or other qualified designees as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.13.

**1.6.13 ServSafe Course**

1.6.13.1 This Service shall include the preparation and presentation of the National Restaurant Association's (see Appendix C (Sample Contract), Exhibit P Definitions) ServSafe food and safety sanitation course (see Appendix C (Sample Contract), Exhibit P Definitions) to new ENP Directors, Food Service Managers, Congregate Meal Site Managers, and other ENP staff and volunteers, as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.14.

**1.6.14 HACCP Course**

1.6.14.1 This Service shall consist of the preparation and presentation of a HACCP course which teaches food safety and management. The course shall be in compliance with the most current regulatory requirements of the Food and Drug Administration (FDA) (see Appendix C (Sample Contract), Exhibit P Definitions), and United States Department of Agriculture (USDA) (see Appendix C (Sample Contract), Exhibit P Definitions). The course shall be presented to ENP Contractors' Directors, Food Service Managers, and RDs, as referenced in Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.15.

#### **1.6.15 Menu Review and Recipe Development**

1.6.15.1 This Service shall provide an annual review and approval of each ENP Contractor's Cycle Menus (menus that are repeated for five (5) to six (6) weeks, and again throughout the fiscal year). The menus must comply with the most recent Dietary Guidelines for Americans (DGA) (see Appendix C (Sample Contract), Exhibit P Definitions), and Dietary Reference Intakes (DRIs) (see Appendix C (Sample Contract), Exhibit P Definitions) published by the USDA , and as referenced in Appendix (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.16.

#### **1.6.16 Supplemental Nutrition Assistance Program (SNAP) Ed Nutrition Education and Obesity Prevention Services**

1.6.16.1 This Service shall provide any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food and physical activity choices. It also examines other nutrition related behaviors conducive to the health and well-being of SNAP-Ed. SNAP-Ed Services must use an evidence-based approach, and are delivered through OAA Nutrition sites as referenced in

Appendix A (Statement of Work), Section 10.0  
Specific Work Requirements, Subsection 10.2.17.

1.7 Proposal Submission

1.7.1 Proposers and Potential Proposers

- 1.7.1.1 For purposes of this RFP, the term Proposer is used to identify any person, entity or organization which submits a proposal in response to this solicitation. As such, while the information provided in this RFP is intended primarily for Proposer, potential Proposers are highly encouraged to review this solicitation document as well.

1.7.2 Preparation of the Proposal

- 1.7.2.1 Proposer shall prepare its proposal using the requirements outlined in this RFP document.
- 1.7.2.2 Proposer shall ensure that it addresses all of the elements that are required to be included in its proposal and submits its proposal by the due date and time.

1.7.3 Unit Rate

- 1.7.3.1 Proposer shall submit a proposed unit rate for each of the required DASS Services.
- 1.7.3.2 Upon Contract award, the final unit rate will include monies which are funded by OAA Title III C (Nutrition Services) State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP-Ed), and/or other local resources.
- 1.7.3.3 Nota Bene ("N.B."): There is no unit rate for the SNAP-Ed Dollars to be Reimbursed service category under the State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP-Ed.) funding.(reference Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.13.12, and Paragraph 10.3 Summary of Units of Service.



## 1.8 Proposal Evaluation

1.8.1 As further detailed in Paragraph 8 (Selection Process and Evaluation Criteria), the proposal will be reviewed and evaluated in three (3) phases: Minimum Mandatory Qualifications Review; Business Proposal Evaluation; and, Cost Proposal Evaluation.

## 1.9 Selection of Successful Proposal and Contract Award Protocols

1.8.5.1 Through this RFP process, County intends to award a Contract to one (1) successful Proposer who can demonstrate that they meet the qualifications, standards and capacity requirements outlined in this solicitation document and can provide Services to Clients pursuant to the requirements outlined in Appendix A (Statement of Work). County anticipates awarding a Contract to one (1) successful Proposer for the entire geographical boundaries of the County, (excluding the City of Los Angeles) for the agreed-upon Services.

## 2.0 **PURPOSE: CONTRACT FOR DIETARY ADMINISTRATIVE SUPPORT SERVICES PROGRAM SERVICES**

### 2.1 **Statement of Work**

2.1.1 Proposer shall be expected to implement the requirements outlined in Appendix A (Statement of Work) and Appendix B (Statement of Work Exhibits) if selected to receive a Contract award.

2.1.1.1 For purposes of this RFP, the term Contractor shall refer to Proposer who submits a proposal in response to this solicitation, successfully passes County's evaluation process, is selected by County to receive a Contract award (contingent upon approval by the County of Los Angeles Board of Supervisors) and signs/executes the resulting Contract.

2.1.1.2 In order to comply with the requirements outlined in the Federal Register, Volume 78, Number 248, Part III, Office of Management and Budget (2CFR 200 et al.), the term "Contractor" as used throughout this RFP shall be replaced with the term "Subrecipient" at the time of Contract award.

### 2.1.2 **DASS Service Delivery**

**2.1.2.1 Estimated Funding and Availability of DASS Monies**

2.1.2.1.1 County estimates that the total annual funding for DASS Services for the first year of the Contract term (Fiscal Year 2016-17) is approximately \$578,000. Funding for the Program Services is made available from the OAA Title III C (Nutrition Services); and State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP-Ed), and may also include additional funding from local resources. County anticipates allocating these monies as follows:

2.1.2.1.1.1 Title III C-1 Program Services estimated funding: \$320,000

2.1.2.1.1.2 Title III C-2 Program Services estimated funding: \$213,000

2.1.2.1.1.3 SNAP-Ed Program estimated funding: \$45,000

2.1.2.1.2 Such monies are contingent upon the availability of Federal, State and local funds, and Contracts may be awarded for amounts that are more or less than the amounts proposed by Proposers.

**2.1.2.2 Estimated Annual Need for Program Service Units**

2.1.2.2.1 County estimates that there is a total annual need to provide DASS Program Services for the first year of the Contract term (Fiscal Year 2016-17). The need for Program Services shall be based on serving the estimated number of units as indicated below:

<b>Services</b>	<b>Estimated C1 Units</b>	<b>Estimated C2 Units</b>	<b>Estimated SNAP-Ed Units</b>
Title III C-1/C-2 ENP Annual Review	212	212	
Title III C-1/C-2 Area Plan Review	20	20	
Congregate Meal Program (Title III C-1) Nutrition Education Group Sessions	832		
Home Delivered Meal (Title III C-2) Nutrition Education		26,012	
Title III C-1/C-2 Nutrition Counseling	976	901	
Title III C-1 Congregate Meal Program Site Monitoring	1,930		
Title III C-2 Home-Delivered Meal Program Route Monitoring		760	
Caterer and Central Kitchen Monitoring	462	462	
In-Service Training (Quarterly In-Service Training and Monthly In-Service Training)	240	240	
Workshops	69	69	
ServSafe Course	48	48	
HACCP Course	16	16	

Menu Review and Recipe	480	480	
SNAP-Ed (Nutrition Education and Physical Fitness )			320
SNAP-Ed (Dollars to be reimbursed)			NA

2.1.2.2.2 This data is provided as an estimate of County's need for Program Services and the final Service units will be negotiated at the time of the Contract award (subject to the availability of funding).

## 2.2 Sample Contract: County Terms and Conditions

2.2.1 Contractor shall be expected to implement the requirements outlined in Appendix C (Sample Contract). The proposal submitted in response to this solicitation shall be made a part of the resulting Contract when the Proposer is selected and recommended to receive a Contract award.

### 2.2.2 Anticipated Contract Term

2.2.2.1 The Contract term is anticipated to be for a period of four (4) years and it is expected to commence on July 1, 2016 and continue through June 30, 2020 following Board of Supervisors' approval.

### 2.2.3 Contract Rates

2.2.3.1 Contractor's rates shall remain firm and fixed for the term of the Contract and such term shall include any extensions exercised by County.

2.2.3.2 The Contract amount (hourly, daily, monthly, etc.) may be adjusted annually based on the increase or decrease in the United States ("U.S.") Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall

be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County of Los Angeles employees as determined by the County of Los Angeles Chief Executive Office as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board of Supervisors from approving any increase in County of Los Angeles employee salaries, no cost of living adjustments will be granted.

#### **2.2.4 Days of Operation**

2.2.4.1 Contractor's office shall be open for business a minimum of five (5) days a week and eight (8) hours each day, Monday through Friday between the hours of 8:00 a.m. through 5:00 p.m. Contractor's staff shall be available during these hours of operation.

2.2.4.2 Contractor shall be required to provide DASS Services a minimum of five (5) days per week. Contractor is not required to provide Services on County-recognized holidays. County's Project Director will provide a list of County holidays to Contractor at the time the Contract is approved, and thereafter when updates are made to this list.

#### **2.2.5 Indemnification and Insurance**

2.2.5.1 Contractor shall be required to comply with the indemnification provisions contained in Appendix C (Sample Contract), Subparagraph 8.23 (Indemnification). Contractor shall procure, maintain and provide to County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix C (Sample Contract), Subparagraphs 8.24 (General Provisions for all Insurance Coverage) and 8.25 (Insurance Coverage).

#### **2.2.6 SPARTA Program**

2.2.6.1 A County program known as the Service Providers, Artisan and Trade Activities Program ("SPARTA") may be able to assist Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by County's insurance broker, Merriwether & Williams. For

additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at [www.2sparta.com](http://www.2sparta.com).

#### **2.2.7 Health Insurance Portability and Accountability Act of 1996**

2.2.7.1 Contractor shall be required to comply with the Administrative Simplification requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as in effect and as may be amended. For further information, refer to Appendix C (Sample Contract), Exhibit N (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

### **3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS**

#### **3.1 Information for Interested and Qualified Proposers**

3.1.1 Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix A (Statement of Work) are invited to submit a proposal for DASS Program Services provided that Proposers can meet the Minimum Mandatory Qualifications outlined herein.

#### **3.2 Minimum Mandatory Qualifications**

##### **3.2.1 Proposer's Organization Questionnaire/Affidavit**

3.2.1.1 Proposer shall have the completed and signed Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit), acknowledging and certifying that it has met and will comply with all of the Minimum Mandatory Qualifications listed herein for DASS Program Services .

3.2.1.2 Proposer's organization **must** be classified as one of the following: public/government entity, for-profit organization, or non-profit organization.

##### **3.2.2 Proposer's Background and Experience**

- 3.2.2.1 Proposer shall have a minimum of eight (8) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing DASS Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix A (Statement of Work), Paragraph 10.0 (Specific Work Requirements)).

### **3.2.3 Proposer's Cost Allocation Plan**

- 3.2.3.1 Proposer shall have a cost allocation plan narrative which adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements).

### **3.2.4 Match Contribution**

- 3.2.4.1 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Grant Funds, which shall be used toward the cost of providing DASS Program Services.

- 3.2.4.1.1 The 15% match contribution does not apply to the SNAP-Ed funding (reference the chart in Subparagraph 2.1.2.2.1) within the DASS Program. .

### **3.2.5 Commencement of Program Services**

- 3.2.5.1 Proposer must be able to provide DASS Program Services beginning July 1, 2016.

#### **3.2.5.2 Proposer's Staffing**

- 3.2.5.3 Proposer must currently have the following mandatory staff who meet all the requirements listed in Appendix A (Statement of Work) for DASS Program Services: Project Manager, Lead Registered Dietician, and a minimum of five (5) Registered Dieticians.

### **3.2.6 Required Forms and Documentation**

- 3.2.6.1 Proposer shall have the completed forms and documentation identified in [Subparagraph 7.9.1.11 \(Section H \(Required Forms and Documentation\)\)](#).

### **3.3 County's Review of Minimum Mandatory Qualifications**

- 3.3.1 In order to determine whether Proposer meets the Minimum Mandatory Qualifications, County will review the information and documentation that Proposer submits to evidence that it meets the Minimum Mandatory Qualifications listed herein. County will conduct this review in order to determine whether or not the proposal will be evaluated. If County determines that Proposer has failed to meet all of the Minimum Mandatory Qualifications listed herein at the time that the proposal is submitted, County will immediately reject the proposal as non-responsive and Proposer will be given the option to pick-up its proposal from County's office within the timeframe and manner designated by County (i.e., when Proposer submits information/documentation which demonstrates that Proposer does not meet the Minimum Mandatory Qualifications, the proposal will not be evaluated).

## **4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES**

### **4.1 Representations Made by County Officers or Employees**

- 4.1.1 County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

### **4.2 Final Contract Award by the Board of Supervisors**

- 4.2.1 Notwithstanding a recommendation of County, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

### **4.3 County Option to Reject Proposals**

- 4.3.1 Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract. County may, at its sole discretion, reject any or all proposals submitted in response to



this RFP or may, in its sole discretion, reject all proposals and cancel this RFP in its entirety. County shall not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities in a submitted proposal.

#### **4.4 County's Right to Amend Request for Proposals**

- 4.4.1 County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

#### **4.5 Background and Security Investigations**

- 4.5.1 Background and security investigations of Contractor's staff may be required at the discretion of County as a condition of beginning and continuing work under the Contract. The cost of background checks is the responsibility of Contractor.

#### **4.6 County's Quality Assurance Plan**

- 4.6.1 After Contract award, County or its agent will evaluate Contractor's performance under the Contract on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in Appendix A (Statement of Work). Contractor's deficiencies which County determines are severe, continuing or that may jeopardize performance of the Contract may be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

## **5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS**

### **5.1 Standard County Provisions**

- 5.1.1 The provisions contained herein specify requirements that Proposer shall adhere to during the solicitation process and certifications that Contractors will be required to comply with upon Contract award.

### **5.2 Notice to Proposers Concerning the Public Records Act**

- 5.2.1 Responses to this solicitation shall become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when the following occur: 1) Contract negotiations are complete; 2) CSS receives a letter from the recommended Proposer's authorized officer that the negotiated Contract is the firm offer of the recommended Proposer; and 3) CSS releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).
- 5.2.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when County's recommended Proposer appears on the Board of Supervisors' agenda.
- 5.2.3 Exceptions to disclosure are those parts or portions of the proposal that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret", "Confidential" or "Proprietary".
- 5.2.4 County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secret", "Confidential" or "Proprietary" in nature.
- 5.2.5 In the event that County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret", "Confidential", or "Proprietary", Proposer agrees to defend and indemnify

County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

### **5.3 Contact with County Personnel**

- 5.3.1 All contact regarding this RFP or any matter relating thereto must be in writing and shall be either mailed or e-mailed using the following information (please use only one (1) of these methods to contact County):

#### **Mail**

County of Los Angeles  
Community and Senior Services  
Contracts Management Division  
Attention: Ms. Janine Phillips  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708

#### **E-mail**

[aaarfp@css.lacounty.gov](mailto:aaarfp@css.lacounty.gov)

- 5.3.2 If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify Proposer's proposal from further consideration.

### **5.4 Mandatory Requirement to Register on County's WebVen**

- 5.4.1 Proposer must register on County's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the vendor provides. Proposer can register on-line at <http://camisvr.co.la.ca.us/webven/>.

### **5.5 Protest Policy Review Process**

- 5.5.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), prospective Proposer may request a review of the requirements under a solicitation for a Board of Supervisors-approved services contract, as described in [Subparagraph 5.5.3 \(Grounds for Review\)](#). Additionally, any actual Proposer may request a review of a disqualification or of a proposed Contract award under such a solicitation, as described respectively in [Subparagraph 5.5.3 \(Grounds for Review\)](#). It is the responsibility of Proposer challenging the decision of CSS

to demonstrate that CSS committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Contract award.

- 5.5.2 Throughout the review process, County has no obligation to delay or otherwise postpone an award of the Contract based on a Proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

### **5.5.3 Grounds for Review**

- 5.5.3.1 Unless State or Federal statutes or regulations provide otherwise, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.5.3.1.1 Review of the solicitation requirements (reference [Subparagraph 7.4 \(Solicitation Requirements Review\)](#))

5.5.3.1.2 Review of a disqualified proposal (reference [Subparagraph 8.3 \(Disqualification Review\)](#))

5.5.3.1.3 Review of proposed Contractor selection (reference [Subparagraphs 8.6.2 \(Proposed Contractor Selection Review\)](#) and [8.6.3 \(County Independent Review\)](#))

## **5.6 Injury and Illness Prevention Program**

- 5.6.1 Contractor shall be required to comply with the State of California's Cal OSHA regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

## **5.7 Confidentiality and Independent Contractor Status**

- 5.7.1 As appropriate, Contractor shall comply with the confidentiality and the independent Contractor status provisions contained in Appendix C (Sample Contract), Subparagraphs 7.5

(Confidentiality) and 8.22 (Independent Contractor Status), respectively.

## **5.8 Conflict of Interest**

- 5.8.1 No County employee whose position in County enables him/her to influence the selection of a Contractor for this RFP or any competing RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by Proposer or have any other direct or indirect financial interest in the selection of Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix D (Required Forms), Exhibit 5 (Certification of No Conflict of Interest).

## **5.9 Determination of Proposer Responsibility**

- 5.9.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is County's policy to conduct business only with responsible Proposers who are successful in the evaluation process and are awarded the Contract.
- 5.9.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, County may determine whether Proposer is responsible based on a review of Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Proposer against public entities. Labor law violations which are the fault of Subcontractors and of which Proposer had no knowledge shall not be the basis of a determination that Proposer is not responsible.
- 5.9.3 County may declare Proposer to be non-responsible for purposes of this solicitation if the Board of Supervisors, in its discretion, finds that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack

of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.

- 5.9.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, CSS shall notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the Board of Supervisors that Proposer be found not responsible. CSS shall provide Proposer and/or Proposer's authorized representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for CSS' recommendation.
- 5.9.5 If Proposer presents evidence in rebuttal to CSS, CSS shall evaluate the merits of such evidence, and based on that evaluation, CSS shall make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of Proposer shall reside with the Board of Supervisors.
- 5.9.6 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

#### **5.10 Proposer Debarment**

- 5.10.1 Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and County may terminate any or all of Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.
- 5.10.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, CSS shall notify Proposer in

writing of the evidence which is the basis for the proposed debarment, and shall advise Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.

- 5.10.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or Proposer's authorized representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Proposer should be debarred, and, if so, the appropriate length of time of the debarment. Proposer and CSS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.10.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.10.5 If Proposer has been debarred for a period longer than five (5) years, Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if County finds that Proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of County.
- 5.10.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: 1) Proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and, 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. The Contractor Hearing Board shall conduct a hearing where

evidence on the proposed reduction of debarment period or termination of debarment is presented. The request for review of a debarment determination shall be decided by the Contractor Hearing Board pursuant to the same procedures used for a debarment hearing.

5.10.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.10.8 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

5.10.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to County's website where there is a listing of contractors that are currently on the debarment list for County of Los Angeles.

#### **5.11 Adherence to County's Child Support Compliance Program**

5.11.1 Proposer shall fully comply with all: 1) applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain such compliance during the term of any Contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of Contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

#### **5.12 Gratuities**

##### **5.12.1 Attempt to Secure Favorable Treatment**

5.12.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the award of the Contract or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's proposal. Proposer shall not offer or give



either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

#### **5.12.2 Proposer Notification to County**

5.12.2.1 Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County of Los Angeles Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such improper consideration may result in Proposer's submission being eliminated from consideration.

#### **5.12.3 Form of Improper Consideration**

5.12.3.1 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment or tangible gifts.

#### **5.13 Notice to Proposers Regarding the County Lobbyist Ordinance**

5.13.1 The Board of Supervisors has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, Proposer must certify that each County Lobbyist, as defined by County Code Section 2.160.010, retained by Proposer is in full compliance with Chapter 2.160 of the County Code and each such County Lobbyist is not on County of Los Angeles Executive Office's List of Terminated Registered Lobbyists by completing Appendix D (Required Forms), Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification) and submitting it as part of the proposal.

**5.14 Federal Earned Income Credit**

5.14.1 Upon award of the Contract, Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (Internal Revenue Service Notice 1015).

**5.15 Consideration of GAIN-GROW Participants for Employment**

5.15.1 As a threshold requirement for consideration for Contract award, Proposer shall demonstrate a proven record of hiring participants enrolled in County of Los Angeles Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if such participants meet the minimum qualifications for that opening. Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.15.2 Proposer who is unable to meet this requirement shall not be considered for Contract award. Proposer shall complete Appendix D (Required Forms), Exhibit 9 (Attestation of Willingness to Consider GAIN/GROW Participants) and submit it as part of the proposal.

**5.16 Recycled Bond Paper**

5.16.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in Appendix C (Sample Contract), Subparagraph 8.39 (Recycled Bond Paper).

**5.17 Safely Surrendered Baby Law**

5.17.1 Upon award of Contract, Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) and it is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

## **5.18 Jury Service Program**

- 5.18.1 The resulting Contract is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (County Code, Chapter 2.203). Proposer shall carefully read the Jury Service Ordinance in Appendix G (Jury Service Ordinance) and the pertinent jury service provisions of Appendix C (Sample Contract), Subparagraph 8.8 (Compliance with County's Jury Service Program), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractor and its Subcontractor(s).
- 5.18.2 When the proposal fails to comply with the requirements of the Jury Service Program, it will be considered non-responsive and excluded from further consideration.
- 5.18.3 The Jury Service Program requires Contractor and its Subcontractor(s) to have and adhere to a written policy that provides that its employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of Contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of Contractor's full-time California employees, even those not working specifically on the Contract project. Full-time employees providing short term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.
- 5.18.4 There are two (2) ways in which Contractor might not be subject to the Jury Service Program. The first is if Contractor does not fall within the Jury Service Program's definition of "contractor". The Jury Service Program defines "contractor" to mean a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or

subcontracts. The second is if Contractor meets one of the two exceptions to the Jury Service Program. The first exception involves small businesses and applies to Contractor: 1) having ten (10) or fewer employees; 2) earning annual gross revenues in the preceding twelve (12) months which, if added to the Maximum Annual Contract Sum of the Contract is less than five hundred thousand dollars (\$500,000); and, 3) when it is not an “affiliate or subsidiary of a business dominant in its field of operation”. The second exception applies to Contractor that possesses a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

5.18.5 If Proposer does not fall within the Jury Service Program’s definition of “contractor” or if it meets any of the exceptions to the Jury Service Program then Proposer must so indicate when completing Appendix D (Required Forms), Exhibit 10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception) and shall submit the completed form along with all necessary documentation to support the claim (such as tax returns or a collective bargaining agreement, if applicable) with its proposal. Upon reviewing Proposer’s application, County will determine, in its sole discretion, whether Proposer falls within the Jury Service Program’s definition of “contractor” or meets any of the exceptions to the Jury Service Program. County’s decision will be final.

**5.19 Intentionally Omitted**

**5.20 Notification to County of Pending Acquisitions/Mergers by Proposer**

5.20.1 Proposer shall notify County of any pending acquisitions/mergers of its company. This information shall be provided by Proposer on Appendix D (Required Forms), Exhibit 1 (Proposer’s Organization Questionnaire/Affidavit). Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Appendix D (Required Forms), Exhibit 1 (Proposer’s Organization Questionnaire/Affidavit) prior to the award of the Contract by providing a revised Appendix D (Required Forms), Exhibit 1 (Proposer’s Organization Questionnaire/Affidavit) to County upon the occurrence of any

event giving rise to a change in its previously-reported information.

## **5.21 Proposer's Charitable Contributions Compliance**

5.21.1 California's Supervision of Trustees and Fundraisers for Charitable Purposes Act ("Charitable Purposes Act") regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act are subject to its registration and reporting requirements. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Proposer shall carefully read Appendix N (Background and Resources - California Charities Regulation). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.21.2 Proposer must determine if it receives or raises charitable contributions which subject it to the Charitable Purposes Act and shall complete Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification). A completed Appendix C (Sample Contract), Exhibit O (Charitable Contributions Certification) is a required part of any Contract award with County.

5.21.3 In Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification), Proposer shall certify either that:

5.21.3.1 it has determined that it does not now receive or raise charitable contributions regulated under the Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if it becomes subject to coverage of those laws during the term of the Contract, or

5.21.3.2 it is currently complying with its obligations under the Charitable Purposes Act, attaching a copy of its most recent filing with the Registry of Charitable Trusts.

5.21.4 Proposer that does not complete Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification) and submit it along with its proposal may be disqualified from consideration for a Contract award at County's sole discretion. Contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to Contract termination, debarment proceedings or both. (County Code Chapter 2.202).

## **5.22 Defaulted Property Tax Reduction Program**

5.22.1 The prospective contract is subject to the requirements of County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (County Code Chapter 2.206). Proposer shall carefully read Appendix O (Defaulted Property Tax Reduction Program), and the pertinent provisions of Appendix C (Sample Contract), Subparagraphs 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractor and its Subcontractors.

5.22.2 Proposer shall either certify that it is in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of the Contract that may be awarded pursuant to this solicitation or shall certify that it is exempt from the Defaulted Tax Program by completing Appendix D (Required Forms), Exhibit 22 (Certification of Compliance with County's Defaulted Property Tax Reduction Program). Failure to maintain compliance, or to timely cure defects, may be cause for termination of Contract or initiation of debarment proceedings against non-compliant Contractor (Los Angeles County Code, Chapter 2.202).

5.22.3 Proposals that fail to comply with the certification requirements of the Defaulted Property Tax Program will be considered non-responsive and excluded from further consideration.

## **5.23 Time Off for Voting**

5.23.1 Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every

statewide election, Contractor and its Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

## **5.24 Minimum Wage Requirements**

5.24.1 Pursuant to County Code Chapter 8.100 (Minimum Wage), County of Los Angeles has established the Los Angeles County Minimum Wage Ordinance ("Minimum Wage"). All employers (which means any person, as defined in the California Labor Code, General Provisions, Section 18, including such person, association, organization, partnership, business trust, limited liability company, corporation, corporate officer or executive, who directly, indirectly or through an agent or any other person, including through the services of a temporary service or staffing agency or similar entity, employs or exercises control over the wages, hours or working conditions of any employee) shall pay their employees no less than the hourly rates set forth below:

5.24.1.1 Employers with twenty-six (26) or more employees shall pay employees a wage of no less than the following hourly rates:

5.24.1.1.1 On July 1, 2016, the hourly wage shall be \$10.50.

5.24.1.1.2 On July 1, 2017, the hourly wage shall be \$12.00.

5.24.1.1.3 On July 1, 2018, the hourly wage shall be \$13.25.

5.24.1.1.4 On July 1, 2019, the hourly wage shall be \$14.25.

5.24.1.1.5 On July 1, 2020, the hourly wage shall be \$15.00.

5.24.1.2 Employers with twenty-five (25) or fewer employees shall pay employees a wage of no less than the following hourly rates:

5.24.1.2.1 On July 1, 2017, the hourly wage shall be \$10.50.

- 5.24.1.2.2 On July 1, 2018, the hourly wage shall be \$12.00.
- 5.24.1.2.3 On July 1, 2019, the hourly wage shall be \$13.25.
- 5.24.1.2.4 On July 1, 2020, the hourly wage shall be \$14.25.
- 5.24.1.2.5 On July 1, 2021, the hourly wage shall be \$15.00.
- 5.24.1.3 Beginning on July 1, 2022, the minimum wage will increase annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics. Beginning in 2022, and continuing each year thereafter, on January 1 the County of Los Angeles Chief Executive Officer shall determine the adjusted rates which shall take effect on July 1 of that year and publish a bulletin announcing the adjusted rates.
- 5.24.1.4 For purposes of this Subparagraph, the number of employees employed by an employer shall be determined by calculating the average number of employees employed during the previous calendar year.
- 5.24.1.5 All employers who provide Program Services in Los Angeles County (including the unincorporated areas and any city) shall adhere to County's minimum wage requirements. As such, Proposer shall adhere to County's minimum wage requirements when Proposer is selected for a Contract award.
- 5.24.2 All employers who provide Program Services in Los Angeles County (including the unincorporated areas and any city) shall adhere to County's minimum wage requirements.
- 5.24.3 Entities who are exempt from the Los Angeles County Minimum Wage Ordinance include:
  - 5.24.3.1 Any person not subject to, or exempt from, the State minimum wage, as provided under California Labor



Code Section 1197 and wage orders published by the California Industrial Welfare Commission.

5.24.3.2 Public entities (including Federal, State, County and city entities (including school districts)).

5.25 Non-Discrimination and Affirmative Action

5.25.1 Proposer shall certify and agree that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

5.25.2 To this end, Proposer shall acknowledge its certification to, and comply with, the provisions of Appendix D (Required Forms), Exhibit 8 (Proposer's Equal Employment Opportunity Certification).

5.26 Protection of County Information Assets – Data Encryption Standards

5.26.1 The prospective contract is subject to the encryption requirements that are minimally set forth herein and those which are set forth in Appendix C (Sample Contract), Subparagraph 9.19 (Information Technology, Security and Privacy Requirements). Proposer shall become familiar with these encryption requirements and those outlined in Appendix C (Sample Contract) both of which are incorporated by reference into and made a part of this solicitation.

5.26.2 Proposer shall complete Appendix D (Required Forms), Exhibit XX (Proposer's Compliance with Encryption Requirements) by providing information about its encryption practices and certifying that it will be in compliance with the encryption requirements at the commencement of the prospective contract and shall maintain such compliance during the term of the prospective contract. Proposer's failure to comply with the certification requirements of this provision will render the proposal to be considered non-responsive and subject proposal to rejection/exclusion from further consideration.

5.26.3 Proposer's use of remote servers (e.g., cloud storage, Software-as-a-Service (SaaS)) for storage of County Information Assets (defined in Appendix C (Sample Contract), Exhibit P (Definitions)) shall be disclosed by Proposer in

Appendix D (Required Forms), Exhibit XX (Proposer's Compliance with Encryption Requirements). In the event that Proposer is awarded a Contract, use of remote servers for storage of County Information Assets must be pre-approved in writing by County. Any use of remote servers may subject Proposer to additional encryption requirements for such remote servers.

#### **5.26.4 Encryption Standards for Stored Data**

5.26.4.1 Proposer's and its subcontractor's workstations and portable devices (e.g., wearables, tablets, thumb drives, external hard drives, etc.) require encryption (i.e., software and/or hardware) in accordance with:

5.26.4.1.1 Federal Information Processing Standard Publication (FIPS) 140-2

5.26.4.1.2 National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3)

5.26.4.1.3 NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization

5.26.4.1.4 NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices

5.26.4.1.5 Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

#### **5.26.5 Encryption Standards for Transmitted Data**

5.26.5.1 All transmitted (e.g., network) County Information Assets require encryption in accordance with:

5.26.5.1.1 NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations

5.26.5.1.2 NIST Special Publication 800-57  
Recommendation for Key Management  
– Part 3: Application-Specific Key  
Management Guidance

## **6.0 COUNTY'S PREFERENCE PROGRAMS**

### **6.1 County Policy on Doing Business with Small Business**

6.1.1 County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in County's contracting process by constantly streamlining and simplifying County's selection process and expanding opportunities for small businesses to compete for County's business. Please refer to Appendix F (County of Los Angeles Policy on Doing Business with Small Business) for additional information.

6.1.2 The Local Small Business Enterprise Preference Program requires Proposer to complete a certification process. This Program and how to obtain certification are further explained in [Subparagraph 6.2 \(Local Small Business Enterprise Preference Program\)](#).

6.1.3 The Jury Service Program provides an exception to the Program if Proposer qualifies as a small business. Further explanation of the Jury Service Program is provided in [Subparagraph 5.18 \(Jury Service Program\)](#).

### **6.2 Local Small Business Enterprise Preference Program**

6.2.1 County will give Local Small Business Enterprise ("Local SBE") Preference during this solicitation process to Proposers that meet the definition of a Local SBE, consistent with County Code Chapter 2.204.030C.2.

6.2.2 Proposer may request the Local SBE Preference in this solicitation when Proposer meets either of the following criteria:

6.2.2.1 Proposer's organization is certified as small by U.S. Small Business Administration ("SBA").

6.2.2.2 Proposer's organization is registered as small on the Federal Central Contractor Registration database.

6.2.3 To request the preference, Proposer must complete Appendix D (Required Forms), Exhibit 7 (Request for Local SBE

Preference Program Consideration and CBE Firm/Organization Information) and submit it with its proposal. Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference.

### **6.3 Local Small Business Enterprise Prompt Payment Program**

- 6.3.1 It is the intent of County that certified Local SBEs receive prompt payment for services they provide to County. Prompt payment shall mean that County will process an undisputed invoice within fifteen (15) calendar days after receipt of such invoice.

### **6.4 Disabled Veteran Business Enterprise Preference Program**

- 6.4.1 County will give preference during this solicitation process to Proposers that meet either of the following criteria for a Disabled Veteran Business Enterprise ("DVBE"), consistent with County Code Chapter 2.211:
- 6.4.1.1 Proposer's organization is certified by the State of California Department of General Services ("DGS"), Procurement Division ("PD"), Office of Small Business and DVBE Services ("OSDS") as a Disabled Veteran Business Enterprise.
  - 6.4.1.2 Proposer's organization is certified by U.S. Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business ("SDVOSB").
- 6.4.2 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the State of California DGS PD OSDS website (<http://www.pd.dgs.ca.gov/>).
- 6.4.3 Information on the Department of Veteran Affairs' SDVOSB certification regulations is found in Title 38 Code of Federal Regulations Part 74 and is also available on the Department of Veterans Affairs website (<http://www.vetbiz.gov/>).
- 6.4.4 Certified DVBE Proposers may request the preference in their proposals and may not request the preference unless the certification process has been completed and certification is affirmed by either State of California DGS PD OSDS or U.S. Department of Veterans Affairs.

- 6.4.5 In no case shall the DVBE Preference Program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to this solicitation.
- 6.4.6 Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a DVBE.
- 6.4.7 To request the DVBE Preference, Proposer must complete Appendix D (Required Forms), Exhibit 23 (Request for Disabled Veteran Business Enterprise Preference Program Consideration) and submit it along with all supporting documentation with its proposal.

## **6.5 Transitional Job Opportunities Preference Program**

- 6.5.1 In evaluating proposals, County will give preference to Proposers that are certified by County as Transitional Job Opportunities (TJO) vendors, consistent with County Code Chapter 2.205. Proposer may be certified as a TJO vendor if all of the following criteria are met:
  - 6.5.1.1 Proposer is a non-profit organization recognized as tax exempt pursuant to Section 501 (3) (c) of the Internal Revenue Service code and has been such for at least three (3) years.
  - 6.5.1.2 Under penalty of perjury, Proposer shall set forth such information as requested by County on either electronic or hard copy forms, along with its application form (Appendix D (Required Forms), Exhibit 21 (Transitional Job Opportunities Preference Program Application)) and three (3) most recent annual tax returns all of which shall be submitted with the proposal.
  - 6.5.1.3 Proposer must have been in operation for at least one (1) year providing transitional jobs and the related supportive services to program participants.
- 6.5.2 Proposer shall also provide the following information:
  - 6.5.2.1 A profile of its program participants (e.g., homeless individuals, individuals with addictions, at-risk youths, etc.).

- 6.5.2.2 A description of the entity's program components designed to help program participants transition towards unsubsidized competitive employment, including a description of the supportive services offered to participants.
- 6.5.2.3 The number of past program participants.
- 6.5.2.4 Any other information requested by County.
- 6.5.3 Transitional Job Opportunities Proposers may request the preference in their proposals and may not receive the preference until certification has been affirmed by County. County must verify the TJO vendor certification prior to applying the preference. Sanctions and financial penalties may apply to Proposers that knowingly, and with intent to defraud, seek to obtain or maintain certification as TJO vendors.
- 6.5.4 To request the TJO Preference, Proposer must complete Appendix D (Required Forms), Exhibit 21 (Transitional Job Opportunities Preference Program Application) and submit it along with all supporting documentation with its proposal.

## **7.0 PROPOSAL SUBMISSION REQUIREMENTS**

### **7.1 Key Solicitation Information**

- 7.1.1 This Paragraph contains key solicitation information such as dates and activities as well as instructions to Proposer on how to prepare and submit its proposal.
- 7.1.2 Proposer shall submit a proposal to provide DASS Program Services for the entire geographical boundaries of the County.

### **7.2 Truth and Accuracy of Representations**

- 7.2.1 False, misleading, incomplete, or deceptively unresponsive statements made in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at County's sole judgment and this judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

### 7.3 RFP Timetable

Activity	Date
Release of RFP	03/29/2016
Request for a Solicitation Requirements Review Due	04/12/2016
<b>Proposers Conference</b>	<b>04/07/2016</b>
Written Questions Due	04/12/16
Final Questions and Answers Released	04/18/16
<b>Proposal Due Date (Pacific Standard Time)</b>	<b>04/28/16 (12:00 p.m.)</b>
Completion of Evaluation	05/06/16
Notification of Proposed Contract Award (mailed)	05/13/16
Receive Letter of Intent from Prospective Contractor	05/20/16
<b>Effective Date to Commence Contract Services</b>	<b>07/01/2016</b>

### 7.4 Solicitation Requirements Review

- 7.4.1 Any person or entity may seek a Solicitation Requirements Review when that person or entity can demonstrate that it would have submitted a proposal in response to this solicitation except that a requirement or a provision in the solicitation document created an unfair disadvantage to that person or entity. To request this Review, complete Appendix E (Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review) and submit it to CSS as described in this Subparagraph. A request for a Solicitation Requirements Review may be denied, at CSS' sole discretion, if the request does not satisfy all of the following criteria:
- 7.4.2 The request for a Solicitation Requirements Review shall be submitted within ten (10) business days of the issuance of the solicitation;
- 7.4.3 The request for a Solicitation Requirements Review shall include documentation which demonstrates the underlying ability of the person or entity to submit a proposal;
- 7.4.4 The request for a Solicitation Requirements Review shall itemize, in appropriate detail, each matter contested and factual reasons for the requested review; and
- 7.4.5 The request for a Solicitation Requirements Review shall assert either that:

- 7.4.5.1 application of the Minimum Mandatory Qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
- 7.4.5.2 due to unclear instructions, the process may result in County not receiving the best possible responses from Proposers.
- 7.4.6 The Solicitation Requirements Review shall be conducted by CSS and CSS' determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

## 7.5 **Proposer's Questions**

- 7.5.1 Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified in [Subparagraph 7.5.3](#). All questions must be received by **Tuesday, April 12, 2016**, and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will be posted on County's website at <http://css.lacounty.gov> (select 'Business Opportunities with CSS').
- 7.5.2 When submitting questions, please specify the document name/title (i.e., solicitation document, Appendix A (Statement of Work), Appendix C (Sample Contract), etc.), Paragraph/Subparagraph number, title and page number(s) and quote the language that prompted the question. This will ensure that the item in question can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q & A document.
- 7.5.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be submitted to County by either mail or e-mail as follows (please use only one (1) of these methods to send questions):

### **Mail**

County of Los Angeles  
Community and Senior Services  
Contracts Management Division  
Attention: Ms. Janine Phillips  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708



**E-mail**  
[aaarfp@css.lacounty.gov](mailto:aaarfp@css.lacounty.gov)

**7.6 Intentionally Omitted**

**7.7 Proposer's Conference**

- 7.7.1 A Proposer's Conference will be held to discuss this RFP. At that time, County staff will respond to questions from Proposers. The Conference is scheduled as follows:

**Date and Time**

Thursday, April 7, 2016 at 1:00 p.m. – 3:00 p.m.

**Location**

County of Los Angeles  
Community and Senior Services  
3175 West 6<sup>th</sup> Street  
Teamwork Room 301  
Los Angeles, CA 90020-1708

- 7.7.2 In order to accommodate as many organizations as possible, please limit the number of people who attend the Proposer's Conference on behalf of each organization to two (2) people.
- 7.7.3 The Proposer's Conference will begin promptly at **1:00 pm.** and will conclude at 300 p.m. or once all questions have been addressed, whichever is sooner. Proposers are advised to arrive timely to ensure that they can participate in the Conference. Once the Conference has concluded, late arrivals will not be allowed.
- 7.7.4 Free parking for the Proposer's Conference is available on a first-come first-served basis in the Shatto Place parking structure located at 523 Shatto Place, Los Angeles, CA 90020. To park in the structure, please send a written request by e-mail no later than April 6, 2016 to the following address: [aaarfp@css.lacounty.gov](mailto:aaarfp@css.lacounty.gov). Please include the following information in the subject line of the e-mail: "Parking for DASS Proposer's Conference". Also note that metered parking is available within walking distance in the surrounding areas.
- 7.7.5 Attendees are encouraged to bring a copy of the RFP to the Proposer's Conference. No copies of the RFP will be distributed at the Conference.

## 7.8 Proposal Format

### 7.8.1 Proposals for DASS Services

7.8.1.1 In order to apply for DASS Services, Proposer shall submit a complete proposal to provide Title III C-1 Program Services, Title III C-2 Program Services), **and** SNAP-Ed Program Services for the entire geographical boundaries of the County (excluding the City of Los Angeles).

7.8.1.2 The complete proposal shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal as described below.

7.8.1.2.1 The Minimum Mandatory Qualifications include those items described in [Paragraph 3.0 \(Proposer's Minimum Mandatory Qualifications\)](#) and [Subparagraph 7.9.1 \(Minimum Mandatory Qualifications Format\)](#).

7.8.1.2.2 The Business Proposal includes both required forms and narratives detailing Proposer's qualifications and approach to providing the Program Services as described in [Subparagraph 7.9.2 \(Business Proposal Format\)](#).

7.8.1.2.3 The Cost Proposal includes both required forms and narratives detailing the proposed unit rate/Service units and items of cost as described in [Subparagraph 7.9.3 \(Cost Proposal Format\)](#).

7.8.2 The proposal (i.e., Minimum Mandatory Qualifications, Business Proposal and Cost Proposal) shall be bound together in one (1) 3-ring binder and submitted in the prescribed format. As specified in [Subparagraph 7.11 \(Proposal Submission\)](#), Proposer shall submit one (1) original hardcopy proposal in a binder and four (4) duplicate hardcopies of the proposal in four (4) binders for a total of five (5) hardcopy proposals in five (5) binders. The original hardcopy proposal shall be clearly identified on the front of the binder using the words "Original Proposal". Proposer shall also store a clearly legible copy of the proposal on either a thumb drive or flash drive and shall

submit two (2) electronic versions of the proposal (i.e., Proposer shall submit two (2) thumb drives containing the proposal). The electronic version of the proposal shall be in the form of a PDF/scanned document; Word or Excel versions of the proposal are **not** acceptable. Any proposal that deviates from this prescribed format may be deemed as non-responsive and may be rejected without further review at County's sole discretion.

- 7.8.3 Proposals shall be typed using 12 point Arial font and printed on 8 ½" by 11" paper, with 1" margins on each side. Each narrative paragraph shall be single-spaced between each line and double-spaced between paragraphs. Include information in footers to identify each page; this information shall include Proposer's name, page number, RFP title and Program Services.
- 7.8.4 Proposer shall use references to identify every response in the proposal by using one of the following methods:
  - 7.8.4.1 Method 1 (for Sections only): Section; Section letter; and, Section title (e.g., Section D (Proposer's Quality Control Plan)).
  - 7.8.4.2 Method 2 (for Sections with Subsections): Section; Section letter; Section title; Subsection; Subsection letter; and Subsection title (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation)).
- 7.8.5 Each Section of the proposal shall be tabbed and clearly identified in the table of contents and shall follow the order specified in Subparagraph 7.9 (Preparing the Proposal in Response to the RFP). All attachments must be inserted immediately after the Section/Subsection to which Proposer is responding. Each attachment shall be clearly labeled/identified.
- 7.8.6 For the Minimum Mandatory Qualifications, the limit for all narrative responses combined is a total of fifteen (15) single-sided pages (i.e., Proposer's narrative responses to the Minimum Mandatory Qualifications shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 15-page limit).

- 7.8.7 For the Business Proposal, the limit for all narrative responses combined is a total of twenty (20) single-sided pages (i.e., Proposer's narrative responses to the Business Proposal shall not exceed twenty (20) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 20-page limit).
- 7.8.8 For the Cost Proposal, the limit for all narrative responses combined is a total of ten (10) single-sided pages (i.e., Proposer's narrative responses to the Cost Proposal shall not exceed ten (10) single-sided pages). This page limitation does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 10-page limit).
- 7.8.9 All forms that are required to be submitted in the proposal and require a signature, shall be signed by Proposer's authorized representative (the individual who is authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document).

## **7.9 Preparing the Proposal in Response to the RFP**

### **7.9.1 Minimum Mandatory Qualifications Format**

- 7.9.1.1 When preparing the proposal, the first part shall start with the Minimum Mandatory Qualifications. Follow the format described herein. The content and sequence of the Minimum Mandatory Qualifications must be as follows:
- 7.9.1.1.1 Cover Page
  - 7.9.1.1.2 Table of Contents
  - 7.9.1.1.3 Section A (Proposer's Organization)
  - 7.9.1.1.4 Section B (Proposer's Background and Experience)
  - 7.9.1.1.5 Section C (Intentionally Omitted)
  - 7.9.1.1.6 Section D (Proposer's Cost Allocation Plan)
  - 7.9.1.1.7 Section E (Match Contributions)

- 7.9.1.1.7 Section F (Commencement of Program Services)
- 7.9.1.1.8 Section G (Proposer's Staffing)
- 7.9.1.1.9 Section H (Required Forms and Documentation)
- 7.9.1.2 **Cover Page**
  - 7.9.1.2.1 Identify this part of the proposal as the Minimum Mandatory Qualifications and include the RFP title, RFP number and Proposer's name.
- 7.9.1.3 **Table of Contents**
  - 7.9.1.3.1 Sequentially list all material included in the Minimum Mandatory Qualifications. Proposer shall use references to identify every response in the proposal by using one of the following methods:
    - 7.9.1.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).
    - 7.9.1.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) Page 30).
- 7.9.1.4 **Section A (Proposer's Organization)**
  - 7.9.1.4.1 **Subsection A-1 (Proposer's Organization Questionnaire/Affidavit)**

7.9.1.4.1.1 Proposer shall complete the entirety of Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit), and Appendix D (Required Forms), Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions) and submit these forms as part of Section A (Proposer's Organization) Subsection A-1 (Proposer's Organization Questionnaire/Affidavit) of the proposal.

7.9.1.4.1.2 Proposer's organization must be classified as one of the following: public/government entity, for-profit organization, or non-profit organization.

7.9.1.4.1.3 Proposer's authorized representative shall sign and date these forms. The person signing these forms must be authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document.

7.9.1.4.2 **Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships)**

- 7.9.1.4.2.1 Taking into account the structure of Proposer's organization, Proposer shall determine which of the supporting documents listed in Subparagraphs [7.9.1.4.2.4 \(Corporations and Limited Liability Companies Support Documents\)](#) and [7.9.1.4.2.5 \(Limited Partnership Support Documents\)](#) that County requires. Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization) Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships) of the proposal. Proposer shall clearly label/identify each document.
- 7.9.1.4.2.2 If Proposer's organization does not fit into one (1) of these categories, upon receipt of the proposal or at some later time, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign Contracts.
- 7.9.1.4.2.3 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from California Secretary

of State. Proposer shall prepare a statement describing the status of this request. Proposer shall submit this description along with documented evidence (written confirmation showing that Proposer has requested this information) as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships) of the proposal.

7.9.1.4.2.4      **Corporations and  
Limited            Liability  
Companies       Support  
Documents**

7.9.1.4.2.4.1      Certificate of Good Standing (as filed with the State of incorporation/organization)

7.9.1.4.2.4.2      Statement of Information (a conformed copy of the most recent filing with the California Secretary of State,



listing  
corporate  
officers or  
members  
and  
managers)

7.9.1.4.2.5      **Limited Partnership  
Support Documents**

7.9.1.4.2.5.1      Certificate  
of Limited  
Partner-  
ship (con-  
formed  
copy)

7.9.1.4.2.5.2      Applica-  
tion for  
Registra-  
tion of  
Foreign  
Limited  
Partner-  
ship (as  
filed with  
the  
California  
Secretary  
of State,  
and any  
amend-  
ments  
thereto).

7.9.1.4.3      **Board of Directors' Authorization  
Warranty**

7.9.1.4.3.1      Proposer represents and  
warrants that the person  
signing this proposal on  
behalf of Proposer is an  
authorized agent who has  
actual authority to bind  
Proposer to each and  
every term, condition, and  
obligation of this RFP and

that all requirements have been fulfilled to provide such actual authority.

7.9.1.4.3.2 To support this warranty, Proposer shall provide its Board of Directors' Authorization Warranty which shall include (at a minimum) the following elements:

7.9.1.4.3.2.1 Warranty may take the form of a resolution, order, motion or letter (on Proposer organization's official letterhead) from Proposer's governing body (e.g., Board of Directors, City Council, etc.).

7.9.1.4.3.2.2 At a minimum, the warranty shall include a reference to this RFP; authorize submission of

the  
proposal  
on behalf  
of  
Proposer's  
organiza-  
tion in  
response  
to this  
RFP;  
indicate  
the person  
who is  
authorized  
to sign this  
proposal,  
bind  
Proposer  
to Contract  
(and any  
amend-  
ments or  
adden-  
dums  
thereto),  
and  
approve  
and accept  
Contract  
funds on  
behalf of  
Proposer's  
organiza-  
tion.

**7.9.1.5 Section B (Proposer's Background and Experience)**

Proposer shall provide a written summary of relevant background information to demonstrate that Proposer has a minimum of eight (8) consecutive years of experience, which shall include experience obtained within the past ten (10) years, providing DASS Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix A (Statement of Work), Paragraph 10.0 (Specific Work

Requirements)). Proposer shall submit this written summary as part of Section B (Proposer's Background and Experience) of the proposal.

**7.9.1.6 Section C (Intentionally Omitted)**

**7.9.1.7 Section D (Cost Allocation Plan)**

7.9.1.7.1 Proposer shall provide a cost allocation plan narrative which adheres to the requirements outlined in the following: Office of Management and Budget Uniform Administrative Requirements for Federal grants; Appendix A (Sample Contract), Exhibit Q (Accounting, Administration and Reporting Requirements); and, Appendix P (Cost Allocation and Indirect Cost Requirements). Proposer shall submit the cost allocation plan as part of Section D (Proposer's Cost Allocation Plan) of the proposal.

**7.9.1.8 Section E (Match Contributions)**

7.9.1.8.1 Proposer shall demonstrate its ability to provide a minimum match contribution of at least fifteen percent (15%) of the Proposed Grant Funds, which shall be used toward the cost of providing DASS Program Services. The fifteen percent (15%) match contribution does not apply to the SNAP-Ed funding (reference the chart in Subparagraph 2.1.2.2.1) within the DASS Program. Proposer shall provide a narrative description as part of Section E (Match Contributions) of the proposal. This information shall be consistent with the match contribution reflected on the completed Appendix D (Required Forms), Exhibit 27 (Proposed Budget for DASS Program (Title III C-1 Services)), Appendix D (Required Forms), Exhibit 28, (Proposed Budget for DASS Program (Title III C-2 Services)), and Appendix D (Required

Forms), Exhibit 29 (Proposed Budget for DASS Program (SNAP-Ed Services).

**7.9.1.9 Section F (Commencement of Program Services)**

7.9.1.9.1 Proposer shall provide a narrative statement indicating whether or not it will be able to provide DASS Program Services, beginning July 1, 2016.

**7.9.1.10 Section G (Proposer's Staffing)**

**7.9.1.10.1 Subsection G-1 (Mandatory Staffing for DASS Program Services)**

7.9.1.10.1.1 Proposer must currently have the following mandatory staff who meet all the requirements listed in Appendix A (Statement of Work) in order to carry out the requirements of DASS: Lead Registered Dietician, and five (5) Registered Dieticians.

7.9.1.10.1.2 Proposer shall describe the experience, training, education and accomplishments of Proposer's mandatory staff based on the requirements outlined in Appendix A (Statement of Work).

7.9.1.10.1.3 Proposer shall provide copies of all required certifications, licenses, diplomas, resumes and job specifications (identified by staff member).

7.9.1.10.1.4 Proposer shall clearly identify all staff positions that are currently unfilled.

7.9.1.10.1.5 Proposer may collaborate with other business partners, subcontractors, consortiums, etc. in the course of providing DASS Program Services to ensure continuity in Service delivery and such collaboration shall be evidenced in Appendix D (Required Forms), Exhibit 32 (Proposed List of Subcontracts).

7.9.1.10.1.6 Proposer shall submit the narrative description and supporting documentation in that order as part of Section G (Proposer's Staffing) Subsection G-1 (Mandatory Staffing for DASS Program Services) of the proposal.

#### **7.9.1.11 Section H (Required Forms and Documentation)**

##### **7.9.1.11.1 Subsection H-1 (Required Forms)**

7.9.1.11.1.1 Proposer shall complete, sign and date the forms listed below. Some of these forms have been marked as "Intentionally Omitted". In these cases, these forms are being intentionally omitted from this Subsection because they are included in other Sections/Subsections of the proposal (a reference is provided for each such form).

7.9.1.11.1.2 Proposer shall submit all of its forms as part of Section H (Required Forms and

Documentation)  
Subsection H-1 (Required  
Forms) of the proposal in  
the following order:

7.9.1.11.1.2.1 Appendix  
D  
(Required  
Forms),  
Exhibit 1  
(Intention-  
ally  
Omitted) -  
this form  
shall be  
submitted  
as part of  
the  
Minimum  
Mandatory  
Qualifica-  
tions in  
[Subpara-  
graph  
7.9.1.4.1  
\(Subsec-  
tion A-1  
\(Proposer'  
s  
Organizati  
on  
Questionn  
aire/Affi-  
davit\)\)](#)

7.9.1.11.1.2.2 Appendix  
D  
(Required  
Forms),  
Exhibit 2  
(Intentiona  
lly  
Omitted) –  
this form  
shall be  
submitted  
as part of

the  
Business  
Proposal  
in  
[Subpara-  
graph  
7.9.2.4.4  
\(Subsec-  
tion A-1  
\(Propo-  
ser's  
Refer-  
ences\)\)](#)

7.9.1.11.1.2.3 Appendix  
D  
(Required  
Forms),  
Exhibit 3  
(Intention-  
ally  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the  
Business  
Proposal  
in  
[Subpara-  
graph  
7.9.2.4.4  
\(Subsec-  
tion A-1  
\(Propo-  
ser's  
Refer-  
ences\)\)](#)

7.9.1.11.1.2.4 Appendix  
D  
(Required  
Forms),  
Exhibit 4  
(Intention-  
ally



Omitted) –  
this form  
shall be  
submitted  
as part of  
the  
Business  
Proposal  
in  
[Subpara-  
graph  
7.9.2.4.4  
\(Subsec-  
tion A-1  
\(Propo-  
ser's  
Refer-  
ences\)\)](#)

7.9.1.11.1.2.5 Appendix  
D  
(Required  
Forms),  
Exhibit 5  
(Certifi-  
cation of  
No Conflict  
of Interest)

7.9.1.11.1.2.6 Appendix  
D  
(Required  
Forms),  
Exhibit 6  
(Famili-  
arity with  
County's  
Lobbyist  
Ordinance  
Certifica-  
tion)

7.9.1.11.1.2.7 Appendix  
D  
(Required  
Forms),  
Exhibit

7(Intention  
ally  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal  
in  
[Subpara-  
graph  
7.9.3.12  
\(Section I  
\(Pref-  
erence  
Programs\)](#)

7.9.1.11.1.2.8 Appendix  
D  
(Required  
Forms),  
Exhibit 8  
(Propo-  
ser's  
Equal  
Employ-  
ment  
Opportu-  
nity  
Certifica-  
tion)

7.9.1.11.1.2.9 Appendix  
D  
(Required  
Forms),  
Exhibit 9  
(Attest-  
ation of  
Willing-  
ness to  
Consider  
GAIN/  
GROW  
Partici-  
pants)

7.9.1.11.1.2.10 Appendix  
D  
(Required  
Forms),  
Exhibit  
10 (County  
of Los  
Angeles  
Contractor  
Employee  
Jury  
Service  
Program  
Certifica-  
tion and  
Applica-  
tion for  
Exception)

7.9.1.11.1.2.11 Appendix  
D  
(Required  
Forms),  
Exhibit 11  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.12 Appendix  
D  
(Required  
Forms),  
Exhibit 12  
(Intention-  
ally  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the  
Minimum  
Mandatory  
Qualifica-  
tions in  
[Subparagr  
aph](#)

[7.9.1.4.1  
\(Section A  
\(Proposer'  
s  
Organiza-  
tion/Ques-  
tionnaire/A  
ffidavit\)\)](#)

7.9.1.11.1.2.13 Appendix  
D  
(Required  
Forms),  
Exhibit 13  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.14 Appendix  
D  
(Required  
Forms),  
Exhibit 14  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.15 Appendix  
D  
(Required  
Forms),  
Exhibit 15-  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.16 Appendix  
D  
(Required  
Forms),  
Exhibit 16  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.17 Appendix  
D

(Required  
Forms),  
Exhibit 17  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.18 Appendix  
D  
(Required  
Forms),  
Exhibit 18  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.19 Appendix  
D  
(Required  
Forms),  
Exhibit 19  
(Intention-  
ally  
Omitted)

7.9.1.11.1.2.20 Appendix  
D  
(Required  
Forms),  
Exhibit 20  
(Chari-  
table  
Contribu-  
tions  
Certifica-  
tion)

7.9.1.11.1.2.21 Appendix  
D  
(Required  
Forms),  
Exhibit 21  
(Intention-  
ally  
Omitted) –  
this form  
shall be

submitted  
as part of  
the Cost  
Proposal  
in  
[Subparagr  
aph  
7.9.3.12  
\(Section 1  
\(Prefer-  
ence  
Programs\)  
\)](#)

7.9.1.11.1.2.22 Appendix  
D  
(Required  
Forms),  
Exhibit 22  
(Certi-  
fication of  
Compli-  
ance with  
County's  
Defaulted  
Property  
Tax  
Reduction  
Program)

7.9.1.11.1.2.23 Appendix  
D  
(Required  
Forms),  
Exhibit 23  
(Intentiona  
lly  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal  
in  
[Subpara-  
graph](#)

[7.9.3.12  
\(Section I  
\(Preference  
Programs\)  
\)](#)

7.9.1.11.1.2.24 Appendix  
D  
(Required  
Forms),  
Exhibit 24  
(Proposed  
Program  
Services  
for DASS  
Program  
(Title III C-  
1  
Services))  
(Intentiona  
lly  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the  
Business  
Proposal  
in  
Subpara-  
graph  
[7.9.3.4  
\(Section A  
\(Proposed  
Program  
Services  
for DASS  
Program  
Title III C-1  
Services\)\)](#)).

7.9.1.11.1.2.25 Appendix  
D  
(Required  
Forms),

Exhibit 25  
(Proposed  
Program  
Services  
for DASS  
Program  
(Title III C-  
2  
Services))  
(Intentiona  
lly  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal  
in  
Subpara-  
graph  
7.9.3.5  
(Section B  
(Proposed  
Program  
Services  
for DASS  
Program  
(Title III C-  
2  
Services))).

7.9.1.11.1.2.26 Appendix  
D  
(Required  
Forms),  
Exhibit 26  
(Intentiona  
lly  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal  
in



Subpara-  
graph  
[7.9.3.6](#)  
[\(Section C](#)  
[\(Proposed](#)  
[Program](#)  
[Services](#)  
[for DASS](#)  
[Program](#)  
[\(SNAP-Ed](#)  
[Services\)\)](#).

7.9.1.11.1.2.27 Appendix  
D  
(Required  
Forms),  
Exhibit 27  
(Proposed  
Budget for  
DASS  
Program  
(Title III C-  
1  
Services))  
(Intention-  
ally  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal  
in  
Subpara-  
graph  
7.9.3.7  
(Section D  
(Proposed  
Budget for  
DASS  
Program  
(Title III C-  
1  
Services))).

7.9.1.11.1.2.28 Appendix D  
(Required  
Forms),  
Exhibit 28  
(Proposed  
Budget for  
DASS  
Program  
(Title III C-2  
Services))  
(Intention-  
ally  
Omitted) –  
this form  
shall be  
submitted  
as part of  
the Cost  
Proposal in  
Subpara-  
graph  
7.9.3.8  
(Section E  
(Proposed  
Budget for  
DASS  
Program  
(Title III C-2  
Services))

7.9.1.11.1.2..29 Appendix D  
(Required  
Forms),  
Exhibit 29  
(Proposed  
Budget for  
DASS  
Program  
(SNAP-Ed  
Services)  
(Intention-

ally  
Omitted) –  
this form  
shall be  
submitted  
as part the  
Cost  
Proposal in  
Subpara-  
graph  
7.9.3.9  
(Section F  
(Proposed  
Budget for  
DASS  
Program  
(SNAP-Ed  
Services))

7.9.1.11.1.2.30 Appendix D  
(Required  
Forms),  
Exhibit 30  
(Propo  
sed List of  
Subcon-  
tracts)

7.9.1.11.1.2.31 Appendix D  
(Required  
Forms),  
Exhibit 31  
(Propo  
ser's  
Compli-  
ance with  
Encryption  
Require-  
ments)

7.9.1.11.2 **Subsection H-2 (Required Documentation)**

7.9.1.11.2.1 Proposer shall submit  
copies of its organization

documents as listed below. Unless otherwise specified, these documents shall be current as of the date of the proposal submission. For each document, place a tabbed sheet in front of it to identify the document. Proposer shall submit these documents as part of Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) of the proposal in this order:

7.9.1.11.2.1.1 Organizational Chart: Include the staff whose time (and any portion thereof) will be spent working on the Program Services and the percentage of time dedicated to the work.

7.9.1.11.2.1.2 Board of Directors' Roster

7.9.1.11.2.1.3 Federal Tax-

Exempt  
Status  
Letter: If  
applicable  
to  
Proposer's  
organiza-  
tion; if it's  
not  
applicable,  
indicate  
"Intention-  
ally  
Omitted"  
on a blank  
sheet  
which shall  
be  
inserted in  
lieu of the  
Letter.

7.9.1.11.2.1.4 Business  
License

7.9.1.11.2.1.5 By-laws,  
City  
Charter or  
Joint  
Powers  
Agree-  
ment

7.9.1.11.2.1.6 Articles of  
Incorporati  
on:  
Include the  
Articles of  
Incorporati  
on and  
any  
amend-  
ments  
thereto.

7.9.1.11.2.1.7 Insurance:  
Proposer

shall  
provide  
proof of its  
ability to  
procure  
and  
maintain  
insurance  
coverage  
at the  
levels  
required in  
Appendix  
C (Sample  
Contract),  
Subparagr  
aph 8.25  
(Insurance  
Coverage)  
. A copy of  
the  
certificate  
of  
insurance  
(ACORD  
Certificate)  
or letter  
evidencing  
self-  
insurance  
shall  
provide  
the  
required  
proof.

## **7.9.2 Business Proposal Format**

7.9.2.1 The content and sequence of the Business Proposal must be as follows:

7.9.2.1.1 Cover Page

7.9.2.1.2 Table of Contents

7.9.2.1.3 Section A (Proposer's Qualifications)

- 7.9.2.1.4 Section B (Proposer's Approach to Providing Required Services)
- 7.9.2.1.5 Section C (Proposer's Quality Control Plan)
- 7.9.2.1.6 Section D (Proposer's Green Initiatives)
- 7.9.2.1.7 Section E (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)
- 7.9.2.2 **Cover Page**
  - 7.9.2.2.1 Identify this part of the proposal as the Business Proposal and include the RFP title, RFP number and Proposer's name.
- 7.9.2.3 **Table of Contents**
  - 7.9.2.3.1 Sequentially list all material included in the Business Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:
    - 7.9.2.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).
    - 7.9.2.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section H (Required Forms and Documentation) Subsection H-2 (Required Documentation) Page 30).
- 7.9.2.4 **Section A (Proposer's Qualifications)**

- 7.9.2.4.1 Proposer shall provide references to substantiate its qualifications. It is Proposer's sole responsibility to ensure that the reference's name, and point of contact's name, title, phone number and email address are accurate. The same references may be listed on Appendix D (Required Forms), Exhibit 2 (Proposer's References) and Appendix D (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities) if the reference falls within both categories.
- 7.9.2.4.2 County reserves the option to contact references by telephone, mail or e-mail to ascertain Proposer's qualifications and accountability/fitness. In the event that County elects to call the references, County will contact Proposer's references during normal business hours, Monday – Friday (8:00 a.m. to 5:00 p.m.).
- 7.9.2.4.3 County may disqualify Proposer as non-responsive and/or non-responsible if any of the following occur:
  - 7.9.2.4.3.1 References fail to substantiate Proposer's description of the services it provided.
  - 7.9.2.4.3.2 References fail to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.
  - 7.9.2.4.3.3 County is unable to reach the point of contact with reasonable effort. It is Proposer's responsibility to inform the point of contact of the normal working hours during which time County will



conduct reference checks. Proposer shall also inform its references that County may contact them by phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

7.9.2.4.4      **Subsection      A-1      (Proposer's  
References)**

7.9.2.4.4.1      Proposer shall complete the following forms and include them as part of Section A (Proposer's Qualifications) Subsection A-1 (Proposer's References) of the proposal in the order listed below:

7.9.2.4.4.1.1      Appendix D (Required Forms), Exhibit 2 (Proposer's References): Proposer must provide three (3) references where the same or similar scope of Services was provided within the last eight

(8) years.  
When  
Proposer  
elects to  
include  
CSS as a  
reference,  
Proposer  
shall not  
use CSS'  
Contracts  
Managem  
ent  
Division  
staff as the  
point of  
contact but  
may use  
any other  
contact  
who's  
knowledge  
able about  
Contrac-  
tor's  
ability to  
provide  
the scope  
of  
Services.

7.9.2.4.4.1.2 Appendix  
D  
(Required  
Forms),  
Exhibit 3  
(Propo-  
ser's List  
of  
Contracts  
with Public  
Entities):  
The listing  
must  
include all  
contracts  
with public

entities for the last five (5) years. Use additional sheets if necessary.

7.9.2.4.4.1.3 Appendix D (Required Forms), Exhibit 4 (Proposer's List of Terminated Contracts) : The listing must include all contracts terminated within the past ten (10) years along with a reason for the termination.

**7.9.2.4.5 Subsection A-2 (Proposer's Pending Litigation and Judgment)**

7.9.2.4.5.1 Proposer shall identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgment against Proposer within the past five (5) years. Proposer shall provide a statement

describing the size and scope of any pending or threatening litigation against Proposer or principals of Proposer. Proposer shall include this statement as part of Section A (Proposer's Qualifications) Subsection A-2 (Proposer's Pending Litigation and Judgment) of the proposal.

7.9.2.4.5.2 If Proposer does not have any pending litigation or judgment, Proposer shall provide a written statement indicating that there are no such pending litigation or judgment actions within the past five (5) years. Notations such as "not applicable" or "n/a" are not a valid response and will be rated as "non-responsive". County may reject the proposal when such a rating is determined.

7.9.2.5 **Section B (Proposer's Approach to Providing Required Services)**

7.9.2.5.1 **Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – DASS Program Services)**

7.9.2.5.1.1 Proposer shall indicate how it intends to meet County's objectives to provide Program Services for the entire geographical boundaries of the County during the term of the Contract by completing Appendix D (Required

Forms), Exhibit 24 (Proposed Program Services for DASS Program (Title III C-1 Services)), Exhibit D (Required Forms), Exhibit 25 (Proposed Program Services for DASS Program (Title III C-2 Services), and Appendix D (Required Forms), Exhibit 26 Proposed Program Services for DASS Program (SNAP-Ed Services) as follows:

7.9.2.5.1.2 Proposer shall provide a narrative description indicating how it plans to sustain the proposed DASS Program Services, identified in response to Subparagraph 7.9.2.5.1.2 and in the completed Appendix D (Required Forms), Exhibit 24 (Proposed Program Services for the DASS Program (Title III C-1 Services)), Appendix D (Required Forms), Exhibit 25 (Proposed Program Services for the DASS Program (Title III C-2 Services), and Appendix D (Required Forms), Exhibit 26 Proposed Program Services for DASS Program (SNAP-Ed Services) throughout the Contract term.

7.9.2.5.1.3 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required

Services) Subsection B-1 (Proposer's Objectives Compared to RFP Objectives – DASS Program Services) of the proposal.

7.9.2.5.2      **Subsection B-2 (Proposer's Target Population)**

7.9.2.5.2.1      Describe the demographics of Proposer's target population who will benefit from receiving DASS Program Services. This description shall include narrative information and statistical data on the population's income level, ethnic composition; functional impairment of any older individuals, and, if applicable, information on those living in rural areas. Describe how Proposer's implementation of DASS Program Services will include outreach and address the needs of special populations including low income, minority, functionally impaired, homeless, veterans, Lesbian Gay Bisexual Transgender (LGBT) older individuals, and those living in rural areas.

7.9.2.5.2.2      Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required

Services) Subsection B-2  
(Proposer's Target  
Population – DASS  
Program Services) of the  
proposal.

**7.9.2.5.3 Subsection B-3 (Title III C1/C2 Elderly  
Nutrition Program Review)**

7.9.2.5.3.1 Describe Proposer's plan  
for providing Lead  
Registered Dietician  
oversight of County ENP  
Services including:

7.9.2.5.3.1.1 Annual  
monitoring  
of ENP  
sites and  
Home-  
Delivered  
Meal  
Routes to  
ensure  
compli-  
ance with  
HACCP  
safety and  
food  
sanitation  
standards  
and that  
meals  
comply  
with the  
nutrition  
requireme  
nts of  
menus  
defined in  
Title 22,  
Division  
1.8, CCR  
Subsectio  
n 7638.5  
and the

	California Retail Code;
7.9.2.5.3.1.2	Reference Appendix A (Statemen t of Work) Section 10.0 Specific Work Requirem ents, Subsec- tion 10.2.2.
7.9.2.5.3.1.3	Proposer shall include the narrative description as part of Section B (Propo- ser's Approach to Providing Required Services) Subsectio n B-3 (Title III C1/C2 Elderly Nutrition Program Review –



DASS  
Program  
Services)  
of the  
proposal.

7.9.2.5.4      **Subsection B-4 (Title III C1/C2 Area Plan Review)**

7.9.2.5.4.1      Describe Proposer's plan for providing Lead Registered Dietician participation in:

7.9.2.5.4.1.1      Develop-  
ment and  
evaluation  
of the AAA  
Request  
for  
Proposals  
(RFP) as it  
relates to  
nutrition  
services;

7.9.2.5.4.1.2Development  
of yearly  
written  
ENP  
training  
curriculum  
;

7.9.2.5.4.1.3      Conducting  
annual  
review of  
ENP  
Contractor  
s' training  
document  
ation;

7.9.2.5.4.1.4Development  
of nutrition  
education

- curriculum  
; and
- 7.9.2.5.4.1.5 Ensuring that nutrition screening scores are accurately collected from ENP Clients;
- 7.9.2.5.4.1.6 Providing recipe and menu development; and
- 7.9.2.5.4.1.7 Conducting product research.
- 7.9.2.5.4.1.8 Reference Appendix A (Statement of Work), Section 10.0 Specific Work Requirements, Subsection 10.2.3.
- 7.9.2.5.4.1.9 Proposer shall submit the narrative description as part of Section B (Proposer's Approach

to  
Providing  
Required  
Services)  
Subsectio  
n B-4  
(Title III  
C1/C2  
Area Plan  
Review –  
DASS  
Program  
Services)  
of the  
proposal.

7.9.2.5.5      **Subsection B-5 (Congregate  
Meals Program (Title III C-1)  
Nutrition Education Group  
Sessions):**

7.9.2.5.5.1 Describe  
proposer's  
plan to  
develop the  
Group  
Session  
topics in  
coordination  
with ENP  
Directors,  
Program  
Council, and  
Senior  
Clients; and

7.9.2.5.5.2 Conduct  
annual needs  
assessments  
and  
evaluation  
surveys to  
ensure  
Nutrition  
Education  
topics are

current and  
relevant;

7.9.2.5.5.3 How the  
Proposer will  
accommodate  
the language  
capability of  
the Group, be  
culturally  
sensitive, and  
accommodate  
the disabilities  
of the  
audience by  
the selection  
of the  
presenter  
educational  
materials, and  
other  
educational  
tools (e.g.  
power point  
presentations,  
audio/visual  
devices,  
videos,  
demonstration  
s, etc.)

7.9.2.5.5.4 Reference  
Appendix A  
(Statement of  
Work),  
Section 10  
Specific Work  
Requirements  
, Subsection  
10.2.5.

7.9.2.5.5.5 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-5 (Congregate Meals Program (Title III C-1) Nutrition Education Group Sessions – DASS Program Services) of the proposal.

7.9.2.5.6 **Subsection B-6 (Home Delivered Meal Program (Title III C-2) Nutrition Education)**

7.9.2.5.6.1 Describe Proposer's plan to develop and present culturally appropriate materials in the necessary languages.

- 7.9.2.5.6.2 Explain what type of materials (flyers, newsletters, or brochures) Proposer will use to disseminate Nutrition Education materials to homebound Clients.
- 7.9.2.5.6.3 Detail why Proposer selected the material(s); and
- 7.9.2.5.6.4 Provide Samples of Nutrition Education handout materials.
- 7.9.2.5.6.5 Reference Appendix A (Statement of Work), Section 10, Subsection 10.2.6.
- 7.9.2.5.6.6 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to

Providing  
Required  
Services)  
Subsection B-  
6 (Home-  
Delivered  
Meal Program  
(Title III C-2)  
Nutrition  
Education –  
DASS  
Program  
Services) of  
the proposal.

7.9.2.5.7     **Subsection B-7 (Title III  
C1/C2                      Nutrition  
Counseling)**

7.9.2.5.7.1     Describe  
Proposer's  
plan            to:  
provide one-  
on-one  
Nutrition  
Counseling  
services to  
Clients who  
are            at  
nutritional risk  
because of  
their health or  
nutritional  
history,  
dietary intake,  
medication  
use,            or  
chronic  
illness; and

7.9.2.5.7.2     Ensure this  
service  
includes the  
three (3)  
subservice

categories of:  
1) Nutrition  
Assessment;  
2) Nutrition  
Intervention;  
and 3)  
Nutrition  
Assessment.

7.9.2.5.7.3 Reference  
Appendix A  
(Statement of  
Work),  
Section 10  
Specific Work  
Requirements  
, Subsection  
10.2.7.

7.9.2.5.7.4 Proposer  
shall submit  
the narrative  
description as  
part of  
Section B  
(Proposer's  
Approach to  
Providing  
Required  
Services)  
Subsection B-  
7 (Title III  
C1/C2  
Nutrition  
Counseling –  
DASS  
Program  
Services) of  
the proposal.

7.9.2.5.8 **Subsection B-8 (Title III  
C-1 Congregate Meal  
Site Monitoring)**



7.9.2.5.8.1 Describe  
Proposer's  
primary  
monitoring  
objectives and  
experience  
(including the  
number of  
years) in  
monitoring  
Congregate  
Meal sites or  
services.

7.9.2.5.8.2 Describe  
Proposer's  
plan to  
evaluate  
customer  
satisfaction;

7.9.2.5.8.3 Ensure ENP  
Contractor is  
in compliance  
with HACCP  
safety and  
sanitation  
standards and  
the  
requirements  
of the  
California  
Retail Food  
Code.

7.9.2.5.8.4 Monitor and  
evaluate  
approximately  
107 (one  
hundred  
seven) ENP  
Congregate  
Meal sites;  
and

- 7.9.2.5.8.5 Provide summary reports of findings; sample monitoring instrument; and examples from Proposer's past work to illustrate Proposer's experience in monitoring Congregate Meal sites.
- 7.9.2.5.8.6 Reference Appendix A (Statement of Work), Section 10 Specific Work Requirements , Subsection 10.2.8.
- 7.9.2.5.8.7 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services), Subsection B-8 (Title III C-1

Congregate  
Meal Site  
Monitoring –  
DASS  
Program  
Services) of  
the proposal.

7.9.2.5.9 **Subsection B-9 (Title III C-  
2 Home Delivered Meal  
Route Monitoring)**

7.9.2.5.9.1 Reference  
Appendix A  
(Statement of  
Work),  
Subsection  
10.2.8 (Home-  
Delivered Meal  
Route  
Monitoring  
Requirements)

7.9.2.5.9.2 Describe  
Proposer's  
primary  
monitoring  
objectives and  
experience  
(including the  
number of  
years) in  
monitoring  
Home  
Delivered Meal  
routes.

7.9.2.5.9.3 Reference  
Appendix A  
(Statement of  
Work), Section  
10 Specific  
Work  
Requirements,

Subsection  
10.2.9.

7.9.2.5.9.4 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-9 (Title III C-2 Home-Delivered Meal DASS Program Services)) of the proposal.

7.9.2.5.10 **Subsection B-10 (Caterer and Central Kitchen Monitoring)**

7.9.2.5.10.1 Reference Appendix A (Statement of Work), Subsection 10.2.9 (Caterer and Central Kitchen Monitoring)

7.9.2.5.10.2 Describe Proposer's primary monitoring objectives and plans to conduct evaluations of estimated 25 (twenty five)

ENP Caterers  
and Central  
Kitchens.

7.9.2.5.10.3 Provide  
examples  
from  
Proposer's  
past to  
illustrate  
Proposer's  
experience in  
monitoring  
Caterer and  
Central  
Kitchens.

7.9.2.5.10.4 Reference  
Appendix A  
(Statement of  
Work),  
Section 10  
Specific Work  
Requirements  
, Subsection  
10.2.10.

7.9.2.5.10.5 Proposer shall  
submit the  
narrative  
description as  
part of Section  
B (Proposer's  
Approach to  
Providing  
Required  
Services)  
Subsection B-  
10 (Caterer  
and Central  
Kitchen  
Monitoring –  
DASS  
Program  
Services)) of  
the proposal.

7.9.2.5.11 **Subsection B-11 (In-Service Training (Quarterly In-Service Training and Monthly In-Service Training))**

7.9.2.5.11.1 Reference Appendix A (Statement of Work), Subsection 10.2.10 (In-Service Training).

7.9.2.5.11.2 Describe Proposer's plan to develop an In-Service Training Plan with input from ENP Contractors' Project Managers, and Food Service Managers to include the following:

7.9.2.5.11.3 Food safety, prevention of food borne illness, and HACCP principles.

7.9.2.5.11.4 Accident prevention, instruction on fire safety, first aid, choking, disaster and earthquake preparedness, and other emergency procedures.

7.9.2.5.11.5 Provide four (4) hours of Quarterly In-Service Training, and one (1) hour (maximum .18 (eighteen hours for each ENP Contractor per fiscal year) of Monthly In-Service Training to all food service staff, and volunteers of approximately 20

- (twenty)  
ENP  
Contractors.
- 7.9.2.5.11.6 Test all attendees at the end of each training session.
- 7.9.2.5.11.7 Maintain written documentation of all training, including: agendas, topics, training materials, training evaluations, and attendance records/  
  
sign in-sheets, with both names, and signatures of attendees.
- 7.9.2.5.11.8 Reference Appendix A (Statement of



Work),  
Section 10  
Specific  
Work  
Require-  
ments,  
Subsec-  
tion  
10.2.11.1,  
and  
10.2.12.

7.9.2.5.11.9 Proposer shall submit the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-11 In-Service Training (Quarterly In-Service Training and Monthly In-Service Training – DASS Program Services) of the proposal.

**7.9.2.5.12 Subsection B-12  
(Workshops)**

7.9.2.5.12.1 Describe  
Proposer's  
plan to  
hold  
workshops  
on an  
annual  
basis, with  
input from  
the  
County,  
and  
develop  
presenta-  
tion  
materials  
on topics  
such as  
HACCP,  
govern-  
ment  
relations,  
emer-  
gency  
prepared-  
ness,  
outcome  
measures,  
quality  
assurance  
, customer  
satisfac-  
tion,  
policies  
and pro-  
cedures,  
and other  
food  
service  
managem  
ent topics  
to present  
to ENP  
Contract-

ors'  
Directors,  
Food  
Service  
Managers,  
RDs,  
caterers,  
and other  
staff and  
volunteers  
by  
Contrac-  
tors' RDs,  
or other  
qualified  
designees;

7.9.2.5.12.2. Plan  
workshops  
with input  
from the  
County;  
and

7.9.2.5.12.3 Conduct  
workshops  
annually.

7.9.2.5.12.4 Reference  
Appendix  
A  
(Statemen  
t of Work),  
Section 10  
Specific  
Work  
Requirem  
ents, Sub-  
section  
10.2.13.

7.9.2.5.12.5 Proposer  
shall  
include the

narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-12 (Workshops – DASS Program Services) of the proposal.

#### **7.9.2.5.13 Subsection B-13 (ServSafe Course)**

7.9.2.5.13.1 Describe Proposer's plan to prepare and present the National Restaurant Association's ServSafe food safety and sanitation course to new ENP Directors, Food Service Managers, Congregate Meal Site Managers, and other ENP staff and volunteers, and:

7.9.2.5.13.1.1 Maintain ServSafe course attendance records, and ensure that each course is evaluated

by those attending.

7.9.2.5.13.1.2 Program material and evaluation documents shall be sent to County annually and kept on file for review during County site monitoring.

7.9.2.5.13.1.3 Ensure each ServSafe course consists of four (4) sessions at three (3) hours per session.

7.9.2.5.13.1.4 Reference Appendix A (Statement of Work), Section 10 Specific Work Requirements, Subsection 10.2.14.

7.9.2.5.1.5 Proposer shall submit the narrative descriptions as part of Section B

(Proposer's Approach to Providing Required Services) Subsection B-13 (ServSafe Course – DASS Program Services) of the proposal.

**7.9.2.5.14 Subsection B-14 (HACCP Course)**

- 7.9.2.5.14.1 Describe Proposer's experience in conducting HACCP courses which teach food safety and management in compliance with the most current regulatory requirements of the FDA, and USDA.7.9.2.5.14.2
- 7.9.2.5.14.2 Reference Appendix A (Statement of Work), Section 10 Specific Work Requirements, Subsection 10.2.15.
- 7.9.2.5.14.3 Proposer shall submit the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-14 (HACCP- DASS Program Services) of the proposal.

**7.9.2.5.15 Subsection B-15 (Menu Review and Recipe Development)**

7.9.2.5.15.1 Describe Proposer's experience in conducting menu reviews in compliance with Dietary Reference Intakes (DRI)s published by the USDA, and the U.S. Department of Health and Human Services.

7.9.2.5.15.2 Reference Appendix A (Statement of Work), Section 10 Specific Work Requirements, Subsection 10.2.16.

7.9.2.5.15.3 Proposer shall include the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-15 (Menu Review) of the proposal.

**7.9.2.5.16 Subsection B-16 (SNAP-Ed Services)**

7.9.2.5.16.1 Describe Proposer's plan to provide any combination evidence-based educational strategies accompanied by environmental supports that demonstrate obesity prevention, promote healthy eating habits and physically active lifestyles to low-income.

7.9.2.5.16.2 The description should include methods for administering both Direct and Indirect Nutrition Education activities and interventions and an evaluation component to measure effectiveness.

7.9.2.5.16.3 Reference Appendix A (Statement of Work), Section 10 Specific Work Requirements, Subsection 10.2.17.

7.9.2.5.16.4 Proposer shall submit the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-16 (SNAP-Ed Services DASS Program Services) of the proposal.

7.9.2.5.17 **Subsection B-17 (Proposer's Emergency Disaster Preparedness)**

7.9.2.5.17.1 Describe Proposer's Emergency Plan where such description includes Proposer's business continuity plan, communication plan, and emergency and disaster preparedness policies and procedures for DASS Program Services, as described in Appendix A (Statement of Work), Section 13.0 (Emergency and Disaster Preparedness).



**7.9.2.5.18 Subsection B-18 (Facilities, Equipment and Material Resources)**

7.9.2.5.18.1 Describe Proposer's facilities, equipment and material resources (e.g., computers, handouts, flyers, etc.) which Proposer plans to utilize to provide DASS Program Services. Describe how the facilities, equipment, and material resources assist Proposer in meeting DASS Program Services.

**7.9.2.6 Section C (Proposer's Quality Control Plan)**

7.9.2.6.1 Provide a comprehensive description of Proposer's Quality Control Plan to be utilized by Proposer as a self-monitoring tool which will ensure that all of the requirements of the DASS Program Services are met, including those requirements specified in Appendix C (Sample Contract).

7.9.2.6.2 Proposer may provide a copy of its Quality Control Plan as an attachment to the proposal; however, attaching the Quality Control Plan shall not take the place of providing the description of the Quality Control Plan as required by this Section.

7.9.2.6.3 At a minimum, the following factors shall be included in the Quality Control Plan and these factors shall be addressed in Proposer's description of its Quality Control Plan:

7.9.2.6.3.1 Activities to be monitored to ensure compliance with those requirements listed in Appendix B (Statement of Work Exhibits), Exhibit 2 (Performance

- Requirements Summary Chart).
- 7.9.2.6.3.2 Monitoring methods to be used.
  - 7.9.2.6.3.3 Frequency of monitoring.
  - 7.9.2.6.3.4 Samples of forms to be used in monitoring.
  - 7.9.2.6.3.5 Title/level and qualifications of personnel performing monitoring functions.
  - 7.9.2.6.3.6 Documentation methods of all monitoring results, including any corrective action taken.
- 7.9.2.6.4 Proposer shall include the narrative description and documentation (if applicable) as part of Section C (Proposer's Quality Control Plan) of the proposal.
- 7.9.2.7 **Section D (Proposer's Green Initiatives)**
- 7.9.2.7.1 Describe Proposer's plan for complying with the green requirements described in Appendix A (Statement of Work), Section 11.0 (Green Initiatives). Describe Proposer's current environmental policies and practices and those proposed to be implemented during the term of the Contract. Proposer shall submit this narrative description as part of Section D (Proposer's Green Initiatives) of the proposal.
- 7.9.2.8 **Section E (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)**
- 7.9.2.8.1 Proposer shall thoroughly review Appendix A (Statement of Work) and

Appendix C (Sample Contract) to ensure that Proposer shall comply with all the terms, conditions and requirements included therein. It is County's expectation that in submitting a proposal, Proposer will accept, as stated, County's requirements in Appendix A (Statement of Work) and the terms and conditions in Appendix C (Sample Contract). However, Proposer has the opportunity to take exception(s) to County's requirements and/or terms and conditions.

7.9.2.8.2 Proposer shall provide written statements for the following:

7.9.2.8.2.1 A statement indicating Proposer's acceptance of all requirements listed in Appendix A (Statement of Work)

7.9.2.8.2.2 A statement indicating Proposer's acceptance of all terms and conditions listed in Appendix C (Sample Contract).

7.9.2.8.3 When Proposer takes exception to any requirement in Appendix A (Statement of Work) and/or term and condition in Appendix C (Sample Contract), for each exception, Proposer shall provide:

7.9.2.8.3.1 The name or title of the document in question (i.e., Appendix A (Statement of Work) and/or Appendix C (Sample Contract)).

7.9.2.8.3.1 An explanation of the reason(s) for the exception.

7.9.2.8.3.2 The proposed alternative.

- 7.9.2.8.3.3 A description of the impact if any, to Proposer's price.
- 7.9.2.8.4 A 'red-lined' version of the language in question. County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred from later making such exceptions at County's sole discretion.
- 7.9.2.8.5 Proposer shall submit the statements provided in Subparagraph 7.9.2.8.2, the information provided in Subparagraph 7.9.2.8.3 or a combination of both as part of Section E (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions) of the proposal.
- 7.9.2.8.6 N.B.: In response to any exception(s) made by Proposer, County reserves the right to deduct points or disqualify the proposal in its entirety, deem it non-responsive and not subject to further evaluation as outlined in Subparagraph 8.4.5 (Subsection E (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)).
- 7.9.2.8.7 County reserves the right to make changes to Appendix C (Sample Contract) and its Exhibits at County's sole discretion.

### **7.9.3 Cost Proposal Format**

- 7.9.3.1 The content and sequence of the Cost Proposal must be as follows:
  - 7.9.3.1.1 Cover Page
  - 7.9.3.1.2 Table of Contents
  - 7.9.3.1.3 Section A (Proposed Program Services for DASS Program (Title III C-1 Services))

- 7.9.3.1.4 Section B (Proposed Program Services for DASS Program (Title III C-2 Services))
- 7.9.3.1.5 Section C (Proposed Program Services for DASS Program (SNAP-Ed Services))
- 7.9.3.1.6 Section D (Proposed Budget for DASS Program (Title III C-1 Services))
- 7.9.3.1.7 Section E (Proposed Budget for DASS Program (Title III C-2 Services))
- 7.9.3.1.8 Section F (Proposed Budget for DASS Program (SNAP-Ed Services))
- 7.9.3.1.9 Section G (Determination of Unit Rates for DASS Program Services)
- 7.9.3.1.10 Section H (Financial Capability)
- 7.9.3.1.11 Section I (Preference Programs)
- 7.9.3.2 **Cover Page**
  - 7.9.3.2.1 Identify this part of the proposal as the Cost Proposal and include the RFP title, RFP number and Proposer's name.
- 7.9.3.3 **Table of Contents**
  - 7.9.3.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:
    - 7.9.3.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Quality Control Plan) Page 12).
    - 7.9.3.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter]

(Section title) Subsection  
[Subsection letter]  
(Subsection title) Page  
[number] (e.g., Section H  
(Required Forms and  
Documentation)  
Subsection H-2 (Required  
Documentation) Page 30).

7.9.3.4 **Section A (Proposed Program Services for  
DASS Program Title III C-1 Services)**

7.9.3.4.1 Indicate the proposed number of Clients, the proposed units of Program Services and the proposed unit rates by completing Appendix D (Required Forms), Exhibit 24 (Proposed Program Services for DASS Program (Title III C-1 Services) and submitting it as part of Section A (Proposed Program Services for DASS Program Title III C-1 Services) of the proposal.

7.9.3.4.2 Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 4 (Guidelines for Developing Proposed Program Services for DASS Program (Title III C-1 Services) when completing this form.

7.9.3.4.3 Proposer shall provide the requested information for DASS Program Title III C-1 Services for Fiscal Year 2016-2017.

7.9.3.5 **Section B (Proposed Program Services for  
DASS Program (Title III C-2 Services))**

7.9.3.5.1 Indicate the proposed number of Clients, the proposed units of Program Services and the proposed unit rates by completing Appendix D (Required Forms), Exhibit 25 (Proposed Program Services for DASS Program (Title III C-2 Services) ) and submitting it as part of Section B (Proposed Program Services

for DASS Program (Title III C-2 Services )) of the proposal.

7.9.3.5.2        Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 5 (Guidelines for Developing Proposed Program Services for DASS Program (Title III C-2 Services)) when completing this form.

7.9.3.5.3        Proposer shall provide the requested information for DASS Program (Title III C-2 Services) for Fiscal Year 2016-2017.

**7.9.3.6Section C (Proposed Program Services for DASS Program (SNAP-Ed Services))**

7.9.3.6.1        Indicate the proposed number of Clients, the proposed units of Program Services and the proposed unit rates by completing Appendix D (Required Forms), Exhibit 26 (Proposed Program Services for DASS Program (SNAP-Ed Services))

and  
submitting it  
as part of  
Section C  
(Proposed  
Program  
Services for  
DASS  
Program  
(SNAP-Ed  
Services)) of  
the proposal.

7.9.3.6.2 Proposer shall  
adhere to the  
requirements  
outlined in  
Appendix R  
(Instructions),  
Exhibit 6  
(Guidelines  
for  
Developing  
Proposed  
Program  
Services for  
DASS  
Program  
(SNAP-Ed  
Services))  
when  
completing  
this form.

7.9.3.6.3 Proposer shall  
provide the  
requested  
information for  
DASS  
Program  
(SNAP-Ed  
Services) for  
Fiscal Year  
2016-2017.



**7.9.3.7Section D (Proposed Budget for DASS Program (Title III C-1 Services))**

7.9.3.7.1 Complete Appendix D (Required Forms), Exhibit 27 (Proposed Budget for DASS Program (Title III C-1 Services) and submit it as part of Section D (Proposed Budget for DASS Program (Title III C-1 Services) of the proposal.

7.9.3.7.2 Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 1 (Guidelines for Developing Proposed Budget for DASS Program Title III C-1 Services) when completing this form.

7.9.3.7.3 Proposer shall provide the requested information for DASS Program (Title III C-1 Services) for Fiscal Year 2016-2017.

**7.9.3.8Section E (Proposed Budget for DASS Program (Title III C-2 Services))**

7.9.3.8.1Complete Appendix D (Required Forms), Exhibit 28 (Proposed Budget for DASS Program (Title III C-2 Services) and submit it as part of Section E (Proposed Budget for DASS Program (Title III C-2 Services) of the proposal.

7.9.3.8.2Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 2 (Guidelines for

Developing Proposed Budget for DASS Program (Title III C-2 Services)) when completing this form.

7.9.3.8.3 Proposer shall provide the requested information for DASS Program Title III C-2 Services for Fiscal Year 2016-2017.

7.9.3.8.4 Altogether, Proposer shall submit Appendix D (Required Forms), Exhibit 28 (Proposed Budget for DASS Program (Title III C-2 Services) document.

**7.9.3.9 Section F (Proposed Budget for DASS Program (SNAP-Ed Services))**

7.9.3.9.1 Complete Appendix D (Required Forms), Exhibit 29 (Proposed Budget for DASS Program Services (SNAP-Ed Services) and submit it as part of Section F (Proposed Budget for DASS Program (SNAP-Ed. Services) of the proposal.

7.9.3.9.2 Proposer shall adhere to the requirements outlined in Appendix R (Instructions), Exhibit 3 (Guidelines for Developing Proposed Budget for DASS Program (SNAP-Ed) Services).

7.9.3.9.3 Proposer shall provide the requested information for DASS Program (SNAP-Ed Services) for Fiscal Year 2016-2017.

**7.9.3.10Section G (Determination of Unit Rate for DASS Program (Title III C-1 Services, Title III C-2 Services, and SNAP-Ed Services))**

7.9.3.10.1 Provide a detailed description that is sufficient to explain the reasonableness and necessity of each item of cost that is included in the proposed unit rate as reflected in Appendix D (Required Forms), Exhibit 27 (Proposed Budget for DASS Program (Title III C-1 Services); Exhibit 28 (Proposed Budget for DASS Program (Title III C-2 Services); and Exhibit 29 (Proposed Budget for DASS Program (SNAP-Ed Services). Proposer shall include this narrative description as part of Section G (Determination of Unit Rate for DASS Program (Title III C-1 Services, Title III C-2 Services, SNAP-Ed Services) of the proposal.

**7.9.3.11Section H (Proposer's Financial Capability)**

7.9.3.11.1 Proposer shall submit financial statements, single audits, or U. S. Securities and Exchange Commission filings (if the filings contain all necessary information) which reflect Proposer's **most recent** two (2) Fiscal Years of financial activities for Fiscal Year 2011-12 or thereafter (e.g., financial documents reflecting activities for Fiscal Years 2009-2010 and 2010-2011 are not acceptable to meet this requirement.

### **7.9.3.12Section I (Preference Programs)**

7.9.3.12.1 Complete the applicable form to apply for any of the following Preference Programs and submit the form as part of Section J (Preference Programs) of the proposal:

7.9.3.12.1.1 Local SBE  
Preference:  
Appendix D  
(Required  
Forms), Exhibit 7  
(Request for  
Local SBE  
Preference  
Program  
Consideration  
and CBE  
Firm/Organization Information)

7.9.3.12.1.2 Transitional Job  
Opportunities  
Preference:  
Appendix D  
(Required  
Forms), Exhibit  
21 (Transitional  
Job Opportunities  
Preference  
Program  
Application)

7.9.3.12.1.3 Disabled Veteran  
Business  
Enterprise  
Preference:  
Appendix D  
(Required  
Forms), Exhibit  
23 (Request for  
Disabled Veteran  
Business  
Enterprise

**7.10 Firm Offer/Withdrawal of Proposal**

7.10.1 Until the proposal submission deadline, Proposer may correct errors in its proposal by submitting another set of proposals (one (1) original hardcopy, four (4) duplicate hardcopies and two (2) electronic versions) with the mistakes corrected. Proposer shall provide a written request indicating its intent to withdraw its original proposal and re-submit a revised proposal. Include this written request when submitting the revised/corrected proposal. Revised proposals will not be accepted once the deadline for submission of proposals has passed.

7.10.2 The proposal shall be a firm offer and may not be withdrawn for a period of 270 days following the last day to submit proposals.

**7.11 Proposal Submission**

7.11.1 The original hardcopy proposal, four (4) duplicate hardcopies of the proposal and two (2) electronic versions of the proposal (stored on thumb drives/flash drives) shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words:

**Proposal for Dietary Administrative Support Services  
Program Services  
DASS RFP Number AAA-DASS-1620 RFP**

7.11.2 The proposal shall be delivered or mailed to:

**County of Los Angeles  
Community and Senior Services  
Contracts Management Division  
Attention: Ms. Janine Phillips  
3175 West 6<sup>th</sup> Street, Room 403  
Los Angeles, CA 90020-1708**

7.11.3 It is the sole responsibility of Proposer to ensure that its proposal is received before the submission deadline. Proposer shall bear all risks associated with delays in delivery by any person or entity, including the United States postal service.

Any proposal received after the scheduled closing date and time for submission of proposals, as listed in [Subparagraph 7.3 \(RFP Timetable\)](#), will not be accepted and will be returned to Proposer unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

7.11.4 When Proposer or Proposer's agent delivers the proposal in a sealed envelope or box, County will receive the proposal in the condition in which it is delivered (i.e., County will not open the sealed envelope/box until after the submission deadline has passed). County will provide Proposer or Proposer's agent a receipt as evidence that the proposal is received before the submission deadline. In the event that Proposer elects to re-submit its proposal pursuant to the requirements outlined in Subparagraph [7.10 \(Firm Offer/Withdrawal of Proposal\)](#), County shall issue a new receipt for the resubmitted proposal.

7.11.5 If Proposer does not submit the required number of proposals (both hardcopies and electronic files) as stated in this Subparagraph then County (at its sole discretion) may deem Proposer's submission as non-responsive which may disqualify proposal from further consideration/review (i.e., the proposal may be rejected).

## **8.0 SELECTION PROCESS AND EVALUATION CRITERIA**

### **8.1 Selection Process**

8.1.1 County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and determine the score of the proposals. County may elect to waive any informality in a proposal if the sum and substance of the proposal is present. The evaluation and selection process will begin with receipt of the proposals which are due by **12:00 p.m. (PST) on Thursday, April 28, 2016.**

#### **8.1.2 Adherence to Proposer's Minimum Mandatory Qualifications (Pass/Fail Review)**

8.1.2.1 Upon receipt of the proposal (which shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal), County will conduct a review of Proposer's Minimum Mandatory Qualifications (Pass/Fail Review). Proposer's failure to comply with the Minimum Mandatory Qualifications will cause its proposal to be

eliminated or disqualified from any further consideration. Upon such elimination, County will issue Proposer a notification indicating that its proposal has been disqualified.

### **8.1.3 Evaluation Committee Review**

- 8.1.3.1 If County has determined that Proposer has met and passed the Minimum Mandatory Qualifications process (i.e., Pass/Fail Review), evaluation of the passing proposals will be completed by an Evaluation Committee selected by County. The Evaluation Committee will evaluate and score the proposals using the evaluation approach described herein.
- 8.1.3.2 The Evaluation Committee may utilize the services of appropriate subject matter experts to assist in this evaluation process.

### **8.1.4 Proposal Score**

- 8.1.4.1 The proposal will be evaluated based on a numerical scoring system. The Evaluation Committee will use an evaluation tool containing rating criteria to determine the score of the proposal. The maximum score that a proposal can receive is 10,000 points. These points are divided between the Business Proposal and the Cost Proposal. The Business Proposal is worth a maximum of 6,000 points and the Cost Proposal is worth a maximum of 4,000 points.
- 8.1.4.2 In order to be considered for a Contract award, Proposer must receive an overall minimum passing score of 7,000 points after its proposal has been evaluated. To receive this overall passing score, Proposer must receive a minimum score of 4,200 points for the Business Proposal and a minimum of 2,800 points for the Cost Proposal for a total overall minimum passing score of 7,000 points.
- 8.1.4.3 In the event that no proposal receives a minimum passing score of 7,000 points, County reserves the right to select proposals for Contract award based on a curve rating. For example, the highest scoring proposal that doesn't receive 7,000 points will be

rated at 100% and any other proposals will be rated proportionately.

#### **8.1.5 Prospective Contractor(s)**

- 8.1.5.1 After evaluation of the proposals has been completed, County will select prospective Contractor to receive a Contract award. County retains the right to select prospective Contractor which County determines in its sole discretion to be the most overall qualified, cost-effective, responsive and responsible and serves the best interests of County as opposed to selecting Proposer that receives the highest number of points.
- 8.1.5.2 Once prospective Contractor is selected, County will begin negotiating a Contract with prospective Contractor. Such negotiation may include, but is not limited to, negotiation of the unit rates, units of Services, etc. to ensure that the requirements of the Program and the RFP objectives are met. If a satisfactory Contract cannot be negotiated, County may, at its sole discretion, begin Contract negotiations with the next qualified prospective Contractor who submitted a proposal, as determined by County.
- 8.1.5.3 Once the Contract negotiation process has been completed, the negotiated Contract will be submitted to the Board of Supervisors for its consideration and possible approval.
- 8.1.5.4 CSS' recommendation to award a Contract will not bind the Board of Supervisors to award such Contract to prospective Contractor.
- 8.1.5.5 County reserves the right to conduct on-site monitoring visits as part of the evaluation and selection process for each proposed Service site/facility.
- 8.1.5.6 County reserves the right to contact Proposer's Clients to attest to Proposer's Service delivery. County will notify Proposer if County elects to exercise this right.



## **8.2 Intentionally Omitted**

## **8.3 Disqualification Review**

- 8.3.1 A proposal may be disqualified from consideration because County determined that it was non-responsive at any time during the review/evaluation process. A proposal may also be disqualified due to a determination of Proposer's non-responsibility (see [Subparagraph 5.9 \(Determination of Proposer Responsibility\)](#)). When County determines that a proposal is disqualified due to non-responsiveness, County shall notify Proposer in writing ("written determination of non-responsiveness"). In this written determination of non-responsiveness, County will provide Proposer an opportunity to request a Disqualification Review within a specified timeframe.
- 8.3.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination of non-responsiveness.
- 8.3.3 A request for a Disqualification Review shall satisfy all of the following criteria:
- 8.3.3.1 The person or entity requesting a Disqualification Review is Proposer.
  - 8.3.3.2 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination of non-responsiveness).
  - 8.3.3.3 The request for a Disqualification Review asserts that County's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 8.3.4 At County's sole discretion, the request for a Disqualification Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.3.3](#). The Disqualification Review shall be completed by County and a written determination shall be provided to disqualified Proposer prior to the conclusion of the evaluation process. The results of the Disqualification Review are final and no further appeals will be allowed.

**8.4 Business Proposal Evaluation Criteria (6,000 points)**

**8.4.1 Section A (Proposer's Qualifications) (1,200 maximum points)**

**8.4.1.1 Subsection A-1 (Proposer's References) – (1,200 maximum points)**

8.4.1.1.1 The proposal will be evaluated based on the verification of references provided in response to [Subparagraph 7.9.2.4.4 \(Subsection A-1 \(Proposer's References\)\)](#).

8.4.1.1.2 In addition to the references provided, County will review the County's Contract Database and Contractor Alert Reporting Database, if applicable. These databases provide vendor's past performance history on County and other contracts. This portion of the evaluation may result in point deductions. Altogether, the reviews of County's database(s) may result in point deductions up to one hundred percent (100%) one hundred percent of the total points awarded in this evaluation category (i.e., the maximum number of points that may be deducted is 1,200 points). If the maximum number of points is deducted as a result of the reviews of County's database(s) then the proposal may be disqualified in its entirety, deemed nonresponsive, and it may not be subjected to further evaluation.

8.4.1.1.3 A review of Proposer's terminated contracts will also be conducted which may result in point deductions of up to 100 points.

**8.4.1.2 Subsection A-2 (Proposer's Pending Litigation and Judgment) (100 maximum possible point deductions)**

8.4.1.2.1 The proposal will be evaluated based on a review of the information provided in response to [Subparagraph 7.9.2.4.5 \(Subsection A-2 \(Proposer's Pending Litigation and Judgment\)\)](#). Such review will be conducted to determine the significance of any litigation or judgment actions pending against Proposer. This review may result in point deductions of up to 100 points.

**8.4.2 Section B (Proposer's Approach to Providing Required Services) – (4,500 maximum points)**

8.4.2.1 For each of the following categories, the proposal will be evaluated based on the methodology Proposer shall use to meet County's requirements as provided in Proposer's response to the criteria outlined in [Subparagraph 7.9.2.5 \(Section B \(Proposer's Approach to Providing Required Services\)\)](#).

**8.4.2.1.1 B-1 (Proposer's Objectives Compared to RFP Objectives – DASS Program Services) – (800 maximum points):**

Overall evaluation will compare the level of proposed Clients and Program Services and will determine the reasonableness of Proposer's plan to sustain these Program Services throughout the Contract term. All other proposals will be compared to the proposal with the greatest number of Clients and meals and these proposals will be scored accordingly.

[\(Subparagraph 7.9.2.5.1 \(Subsection B-1 \(Proposer's Objectives Compared to RFP Objectives\)\)\)](#).

**8.4.2.1.2 Subsection B-2 (Proposer's Target Population) – (200 maximum points):**

Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in

[Subparagraph 7.9.2.5.2 \(Subsection B-2 \(Proposer's Target Population\)\)](#).

- 8.4.2.1.3 **Subsection B-3 (Title III C-1/C-2 Elderly Nutrition Program Review) – (100 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.3 \(Subsection B-3 \(Elderly Nutrition Program Services\)\)](#).
- 8.4.2.1.4 **Subsection B-4 (Title III C-1/C-2 Area Plan Review) – (100 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.4 \(Subparagraph B4 \(Area Plan Review\)\)](#).
- 8.4.2.1.5 **Subsection B-5 (Congregate Meals Program (Title III C-1) Nutrition Education Group Sessions) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.5 \(Subsection B-5 \(Congregate Meal Program \(Title III C-1\) Nutrition Education Group Sessions\)\)](#) ).
- 8.4.2.1.6 **Subsection B-6 (Home-Delivered Meal Program (Title III C-2) Nutrition Education) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.6 \(Subsection B-6 \(Home-Delivered Meal \(Title III C-2\) Nutrition Education\)\)](#).
- 8.4.2.1.7 **Subsection B-7 (Nutrition Counseling) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and

adhere to the requirements outlined in [Subparagraph 7.9.2.5.7 \(Subsection B-7 \(Nutrition Counseling\)\)](#).

- 8.4.2.1.8 **Subsection B-8 (Congregate Meal Program (Title III C-1) Site Monitoring) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.8 \(Subsection B-8 Congregate Meal Program \(Title III C-1\) \(Site Monitoring\)\)](#).
- 8.4.2.1.9 **Subsection B-9 (Home-Delivered Meal Program (Title III C-2) Route Monitoring) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere it adheres to the requirements outlined in [Subparagraph 7.9.2.5.9 \(Subsection B-9 \(Home-Delivered Meal Program \(Title III C-2\) Route Monitoring\)\)](#).
- 8.4.2.1.10 **Subsection B-10 (Caterer and Central Kitchen Monitoring) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.10 \(Subsection B-10 \(Caterer and Central Kitchen Monitoring\)\)](#).
- 8.4.2.1.11 **Subsection B-11 (In-Service Training (Quarterly and Monthly)) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.11 \(Subsection B-11 \(Monthly In-Service Training\)\)](#).
- 8.4.2.1.12 **Subsection B-12 (Workshops) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.12 \(Subsection B-12 \(Workshops\)\)](#).

- 8.4.2.1.13 **Subsection B-13 (ServSafe Course) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.13 \(Subsection B-13 \(ServSafe Course\)\)](#).
- 8.4.2.1.14 **Subsection B-14 (HACCP Course) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.14 \(Subsection B-14 \(HACCP Course\)\)](#).
- 8.4.2.1.15 **Subsection B-15 (Menu Review and Recipe Development) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.15 \(Subsection B-15 \(Menu Review\)\)](#).
- 8.4.2.1.16 **Subsection B-16 (Supplemental Assistance Nutrition Education and Obesity Prevention Services) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.16 \(Subsection B-16 \(Supplemental Assistance Nutrition Education and Obesity Prevention Services\)\)](#).
- 8.4.2.1.17 **Subsection B-17 (Proposer's Emergency Disaster Preparedness) – (150 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.17 \(Subsection B-17 \(Proposer's Emergency Disaster Preparedness\)\)](#).

8.4.2.1.18 **Subsection B-18 (Facilities, Equipment and Material Resources) – (150 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.5.18 \(Subsection B-18 \(Facilities, Equipment and Material Resources\)\)](#).

**8.4.3 Section C (Proposer's Quality Control Plan) – (150 maximum points)**

8.4.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.6 \(Section C \(Proposer's Quality Control Plan\)\)](#).

**8.4.4 Subsection D (Proposer's Green Initiatives) – (150 maximum points)**

8.4.4.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in [Subparagraph 7.9.2.7 \(Section D \(Proposer's Green Initiatives\)\)](#).

**8.4.5 Subsection E (Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions)**

8.4.5.1 The proposal will be evaluated based on Proposer's willingness to accept the requirements of Appendix A (Statement of Work) and the terms and conditions of Appendix C (Sample Contract) as stated in [Subparagraph 7.9.2.8 \(Section E \(Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract Terms and Conditions\)\)](#). County reserves the right to deduct points or disqualify the proposal in its entirety in response to any exceptions made by Proposer.

8.4.5.2 County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a Contract.

**8.4.6 Intentionally Omitted**

**8.5 Cost Proposal Evaluation Criteria (4,000 maximum points)**

**8.5.1 Section A (Proposed Program Services for DASS Program (Title III C-1 Services)) – (1,000 maximum points)**

8.5.1.1 The proposed unit rates reflected in the completed Appendix D (Required Forms), Exhibit 24 (Proposed Program Services for DASS Program (Title III C-1 Services ) documents will be reviewed and evaluated by determining the unit rate for Fiscal Years 2016-20. The maximum number of possible points will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest unit rates. This review will take into account any Preference which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

**8.5.2 Section B (Proposed Program Services for DASS Program (Title III C-2 Services)) – (1,000 maximum points)**

8.5.2.1 The proposed unit rates reflected in the completed Appendix D (Required Forms), Exhibit 25 (Proposed Program Services for DASS Program (Title III C-2 Services)) documents will be reviewed and evaluated by determining the unit rate for Fiscal Years 2016-20. The maximum number of possible points will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest average unit rates. This review will take into account any Preference which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

**8.5.3 Section C (Proposed Program Services for DASS Program SNAP-ED Services) – (250 maximum points)**

8.5.3.1 The proposed unit rate for Nutrition Education and Physical Fitness within the SNAP-Ed Services reflected in the completed Appendix D (Required Forms), Exhibit 26 (Proposed Program Services for DASS Program (SNAP-Ed Services) documents will be reviewed and evaluated by determining the unit rate for Fiscal Years 2016-20. The maximum number of possible points will be awarded to the lowest cost proposal where the lowest cost proposal reflects the lowest average unit rate. This review will



take into account any Preference which Proposer may qualify for. All other proposals will be compared to this lowest cost and points will be awarded accordingly.

**Section D (Proposed Budget for DASS Program (Title III C-1 Services) – (200 maximum points)**

8.5.3.2 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.7 \(Section D \(Proposed Budget for Title III C-1 Program Services\)\)](#).

**8.5.4 Section E (Proposed Budget for DASS Program (Title III C-2 Services) – (200 maximum points)**

8.5.4.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.8 \(Section E \(Proposed Budget for Title III C-2 Program Services\)\)](#).

**8.5.5 Section F (Proposed Budget for DASS Program (SNAP-Ed Title Services) – (200 maximum points)**

8.5.5.1 The budget will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in [Subparagraph 7.9.3.9 \(Section F \(Proposed Budget for SNAP-Ed Program Services\)\)](#).

**8.5.6 Section G (Determination of Unit Rates for DASS Program (Title III C-1 Services, Title III C-2 Services, and SNAP-Ed Services)) – (150 maximum points)**

8.5.6.1 Proposal will be evaluated based on whether the response is comprehensive, well-written, and reasonable and whether it adheres to the requirements outlined in [Subparagraph 7.9.3.10 \(Section G \(Determination of Unit Rates for DASS Program \(Title III C-1 Services, Title III C-2 Services, and SNAP-Ed Services\)\)](#).

**8.5.7 Section H (Proposer's Financial Capability) – 1000 maximum points**

- 8.5.9.1 Proposal will be evaluated on the complete submission of all requested financial documents as outlined in [Subparagraph 7.9.3.11 \(Section H \(Proposer's Financial Capability\)\)](#).

#### **8.5.8 Intentionally Omitted**

### **8.6 Post Evaluation Appeals Process**

#### **8.6.1 County's Debriefing Meeting**

- 8.6.1.1 Upon completion of the evaluation process, County shall send written notification to those Proposers who are not selected, indicating that County is negotiating with another Proposer(s). In this written notification, County will provide non-selected Proposer an opportunity to request a Debriefing meeting within a specified timeframe. Upon receipt of this written notification, non-selected Proposer may submit a written request for a Debriefing meeting within the timeframe specified in the written notification. At County's sole discretion, non-selected Proposer's request for a Debriefing meeting may be denied if the request is not received within the specified timeframe.
- 8.6.1.2 The purpose of the Debriefing meeting is to compare non-selected Proposer's proposal to the evaluation document. The non-selected Proposer shall be debriefed only on its response/proposal. Because Contract negotiations are not yet complete, proposals from other Proposers shall not be discussed, although County may inform non-selected Proposer of its relative ranking.
- 8.6.1.3 If non-selected Proposer is not satisfied with the results of the Debriefing meeting, during or following this meeting, County will inform non-selected Proposer of its right to request a Proposed Contractor Section Review. County will provide non-selected Proposer a copy of the Notice of Intent to Request a Proposed Contractor Selection Review form and will instruct non-selected Proposer on the procedures to complete and submit the form to County within the designated timeframe.

#### **8.6.2 Proposed Contractor Selection Review**

- 8.6.2.1 Non-selected Proposer that has timely submitted its Notice of Intent to Request a Proposed Contractor Selection Review form as described in [Subparagraph 8.6.1 \(County's Debriefing Meeting\)](#) will be notified by County as to when it may submit its written request for a Proposed Contractor Selection Review. In order to proceed with this request, Proposer shall complete the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and submit it to County within the designated timeframe.
- 8.6.2.2 The request for a Proposed Contractor Selection Review shall satisfy all of the following criteria:
  - 8.6.2.2.1 The person or entity requesting a Proposed Contractor Selection Review is Proposer.
  - 8.6.2.2.2 The Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form is submitted timely (i.e., by the date and time specified by County).
  - 8.6.2.2.3 On the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form, the person or entity asserts in appropriate detail with factual reasons one (1) or more of the following grounds for review:
    - 8.6.2.2.3.1 County materially failed to follow procedures specified in this solicitation document. This includes County's:
      - 8.6.2.2.3.1.1 Failure to correctly apply the standards for reviewing the proposal format

- requirements.
- 8.6.2.2.3.1.2 Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in this solicitation document.
- 8.6.2.2.3.1.3 Use of evaluation criteria that were different from the evaluation criteria disclosed in this solicitation document.
- 8.6.2.2.3.2 County made identifiable mathematical or other errors in evaluating proposals, resulting in non-selected Proposer receiving an incorrect score and not being selected as the recommended Contractor.
- 8.6.2.2.3.3 A member of the Evaluation Committee

demonstrated bias in the conduct of the evaluation.

8.6.2.2.3.4 Another basis for review as provided by State or Federal law.

8.6.2.2.4 The completed Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form sets forth sufficient detail to demonstrate that, but for County's alleged failure, non-selected Proposer would have been the highest-scored proposal.

8.6.2.3 At County's sole discretion, the request for a Proposed Contractor Selection Review may be denied if the request does not meet all of the criteria listed in [Subparagraph 8.6.2.2](#).

8.6.2.4 The Proposed Contractor Selection Review shall be completed by County. Upon completion, County shall send a written decision to non-selected Proposer within a reasonable time following receipt of the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and always before the date the Contract award recommendation is to be heard by the Board of Supervisors. In this written decision, County will inform non-selected Proposer of its right to request a County Independent Review within a specified timeframe (see [Subparagraph 8.6.3 \(County Independent Review\)](#)). County shall attach a copy of the Transmittal Form to Request a Request for Proposals County Independent Review form to this written decision and shall mail the written decision to non-selected Proposer. The Transmittal Form to Request a Request for Proposals County Independent Review form shall be used by non-selected Proposer in the event that it is not satisfied with the results of the Proposed Contractor Selection Review and wants to pursue the County Independent Review as the final appeal.

### **8.6.3 County Independent Review**

- 8.6.3.1 Non-selected Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may complete the Transmittal Form to Request a Request for Proposals County Independent Review form and submit it to County within the timeframe specified by County in the Proposed Contractor Selection Review written decision.
- 8.6.3.2 The request for a County Independent Review shall satisfy all of the following criteria:
  - 8.6.3.2.1 The person or entity requesting a County Independent Review is Proposer.
  - 8.6.3.2.2 The Transmittal Form to Request a Request for Proposals County Independent Review form is submitted timely (i.e., by the date and time specified by County).
  - 8.6.3.2.3 On the Transmittal Form to Request a Request for Proposals County Independent Review form, the person or entity requesting the County Independent Review has limited the scope of this request to the assertions raised in the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and new items that:
    - 8.6.3.2.3.1 arise from County's written decision; and,
    - 8.6.3.2.3.2 are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Section 8.6.2 (Proposed Contractor Selection Review) above.
- 8.6.3.3 The County Independent Review shall be completed by County of Los Angeles Internal Services Department ("ISD"). Upon completion, ISD shall issue its written decision and County will provide a

copy of this written decision to non-selected  
Proposer.